

# Catalog 2016

Effective October 2016

## Lansdale School of Business

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Lansdale School of Business is committed to a policy of non-discrimination in compliance with all applicable Federal and State statutes. Education programs, activities, and employment at the school are provided to individuals without regard to marital status, race, color, national origin, sex, age, or religion. In addition, the school endeavors to remove any barriers and to provide opportunity for education and employment of handicapped persons.

Lansdale School of Business reserves the right to amend any regulations, fees, tuition, and courses described herein as circumstances may require without prior notice to persons who might thereby be affected. The provisions of this catalog are not to be regarded as an irrevocable contract between LSB and the student.

This catalog is not complete without a copy of the current catalog supplement.  
09/2015

## **FROM THE PRESIDENT**

I would like to take this opportunity to extend to you my personal welcome to the Lansdale School of Business. For more than 95 years, the Lansdale School of Business has helped thousands of men and women prepare for a rewarding career in the field of business. I value the opportunity to help you prepare for your chosen career as well. The decision to continue your education will be one of the most important that you will make. Your commitment to this decision will have a positive effect on nearly every aspect of your life. The faculty and staff are committed to providing you with the training and guidance you need to help you secure employment that matches your career objectives. With employers continuing to seek individuals with concrete skills, LSB has grown and now has campus locations in North Wales, Phoenixville, and Warminster. A hallmark of LSB is that we provide an intimate, friendly atmosphere where students can get the individual attention they need. Again, let me welcome you and wish you unlimited success, not only during your time at LSB but also as you continue on towards a rewarding and satisfying career.

## 2016 CALENDAR

January	4	Classes resume
January	4	Winter Session Begins – Massage Therapy Program
January	26	Winter Session - new student Orientation (Held at main campus)
January	30	November Session ends
February	1	Winter Session begins
March	28	Spring Session begins – Massage Therapy Program
April	6	Spring Session - new student Orientation (Held at main campus)
April	9	Winter Session ends
April	11	Spring Session begins
May	6	Commencement ceremonies
May	30	Memorial Day Holiday
June	15	Summer Session - new student Orientation (Held at main campus)
June	18	Spring Session ends
June	20	Summer Session begins
June	27	Summer Session begins – Massage Therapy Program
July	4	Independence Day Holiday
August	27	Summer Session ends
August	30	Fall Session – new student Orientation (Held at main campus)
September	5	Labor Day Holiday
September	6	Fall Session begins
September	26	Fall Session begins – Massage Therapy Program
November	9	November Session - new student Orientation (Held at main campus)
November	12	Fall Session ends
November	14	November Session begins
November	24	Thanksgiving Holiday
Dec. 23 - Jan. 1		Christmas-Winter Holiday
January	2	Classes Resume
January	2	Winter Session begins – Massage Therapy Program

## 2017 CALENDAR

January	2	Classes resume
January	2	Winter Session Begins – Massage Therapy Program
January	25	Winter Session - new student Orientation – Wednesday - (Held at main campus)
January	28	November Session ends
January	30	Winter Session begins
March	27	Spring Session begins – Massage Therapy Program
April	4	Spring Session - new student Orientation - Tuesday - (Held at main campus)
April	8	Winter Session ends
April	10	Spring Session begins
May	5	Commencement ceremonies
May	29	Memorial Day Holiday
June	14	Summer Session - new student Orientation - Tuesday - (Held at main campus)
June	17	Spring Session ends
June	19	Summer Session begins
June	26	Summer Session begins – Massage Therapy Program
July	4	Independence Day Holiday
August	26	Summer Session ends
August	29	Fall Session – new student Orientation – Tuesday - (Held at main campus)
September	4	Labor Day Holiday
September	5	Fall Session begins
September	25	Fall Session begins – Massage Therapy Program
November	8	November Session - new student orientation - Wednesday - (Held at main campus)
November	11	Fall Session ends
November	13	November Session begins
November	23	Thanksgiving Holiday
December 25 – 30		Christmas-Winter Holiday
2018 January	2	Classes Resume
2018 January	2	Winter Session begins – Massage Therapy Program

# GENERAL INFORMATION

## **Out of the past . . . . .**

Lansdale School of Business was founded April 1, 1918, by Walter E. Wireback and Wilbur M. Frantz. Founded to help prepare servicemen to re-enter the job force after military service, the school offered bookkeeping and secretarial skill classes. Although times have changed, LSB's philosophy has remained the same: to prepare students for the rapidly changing world of business. Lansdale School of Business has experienced increasing enrollment since 1918 and has moved several times to accommodate the growing needs of the students and expanding curricula. By updating and adding courses in economics, psychology, business organization, and small business management, the school continued to grow and, in 1967, gained accreditation by the Association of Independent Colleges and Schools. During the 1980s LSB strengthened its evening division, establishing diplomas in several career fields. In 1981 LSB gained approval to grant the Associate in Specialized Business degree. Course offerings were expanded to include word processing, paralegal, and medical assisting. Continuing enrollment required further expansion, and LSB relocated to a modern facility in 1990.

## **Into the future . . . . .**

The continuing development of new and the revision of existing curricula at LSB helps our graduates be prepared to meet the needs of their future employers, primarily the businesses of Bucks, Chester and Montgomery counties. As the needs of employers change, Lansdale School of Business responds to those changes by preparing our students for the workplace of today. The students benefit from the availability of a variety of individual classes, as well as diploma and specialized associate ASB degree programs offered both day and evening at LSB. Smaller classes in their concentration courses allow students to receive individual attention from their instructors. The friendly atmosphere at LSB is appreciated by those students who recently graduated from high school as well as adults returning for continuing education. In 2008, Lansdale School of Business offered classes at the Phoenixville Education Center (PEC) and has added the Warminster Campus in 2013. The school acquired The National Academy of Massage Therapy and Healing Sciences from founder Janet B. Leidy. We are confident that the addition of the learning site at Phoenixville, Warminster and the introduction of a massage therapy program at the North Wales facility will provide even more opportunities for our students to pursue their career goals. The Career Services Office provides assistance to all graduates in job placement. Because of the up-to-date skill training each student receives at LSB, the graduate is educated to succeed in the business world of today and tomorrow.

## **Mission Statement**

It is the mission of Lansdale School of Business to provide a quality education in a professional and personal atmosphere with a focus on a contemporary curriculum. It is our goal to empower individuals to develop their talents and skills to their fullest potential, improve their confidence level, and maintain the positive attitude that is necessary to be employable so they can enrich their quality of life and benefit themselves, their families, and their communities.

## **Philosophy and Objectives**

Lansdale School of Business is a private coeducational institution dedicated to offering practical career education in allied health, business administration, computer technologies, and massage therapy to promote the occupational competence, professional awareness, and personal growth of its students. Lansdale School of Business assists students in selecting the career paths best suited to their goals and interests. In order to prepare students for entry into a successful career, LSB offers Diploma, and Associate in Specialized Business degree programs. Rapid changes in the workplace require greater skills, knowledge, and proficiencies for our students to be successful. Lansdale School of Business is dedicated to training our students to meet the challenges they will encounter upon graduation. Lansdale School of Business adheres to the following objectives:

- Provide specialized training in each program for specific employment skills in the student's chosen program of study.
- Provide general education courses which are designed to enable students to become socially aware as members of their communities.
- Provide relevant curricula and offer a positive learning environment.
- Provide qualified instructors who teach and inspire their students.
- Provide continual evaluation of individual courses and programs.

## **Locations**

Our main campus in North Wales is located in the heart of historic Montgomery County, minutes from the Pennsylvania Turnpike. The area is host to thriving businesses and family-oriented communities. This convenient location is within easy commuting distance for students from Bucks, Philadelphia, and Montgomery counties. The North Wales campus is within walking distance of the Pennbrook station of the SEPTA R5 suburban train line and is also served by the SEPTA bus system (Route 94).

The Phoenixville campus is located in the Franklin Commons Education Center just minutes away from downtown Phoenixville. This location is convenient to students from Montgomery and Chester counties.

The Warminster campus is located on Louis Drive in Warminster and is located near the main arteries of Street Road and York Road.

## **Facilities**

Students attend classes in a comfortable setting. Classrooms reflect the needs of each specialized program. Lansdale School of Business strives to provide easy access to all handicapped persons. Each campus is equipped for WIFI access. The Phoenixville Education Campus houses a commissary and lounge. Each campus has convenient, well lit parking adjacent to the buildings.

## **Laboratories**

Laboratories are arranged and equipped to provide students with environments conducive to effective learning and skills practice. The computer laboratories contain a variety of up-to-date equipment and are utilized during classes, but are also available for additional student use between 2:15 p.m. and 5:45 p.m. Monday through Thursday and on Friday (main campus) between 8:30 a.m. and 3:30 p.m. when classes are not scheduled. All computer Labs have Internet access. The medical laboratories at the schools provide medical assistant students with well-lighted work space and equipment for clinical practice and first aid instruction.

## **Student Lounge**

Before and after school and during the lunch hours, students may relax and socialize in the student lounge (Café LSB at North Wales; Bistro at Phoenixville), which provides a friendly place for students to congregate in informal study groups or just meet with their friends for snacks and conversation. Vending machines are provided for a quick snack or on-the-go meal.

## **School Semesters**

Classes at LSB are scheduled by the semester. School semesters are twenty weeks in length. Each semester is divided into two ten-week sessions. Students can enroll in either day or night classes. At LSB a student is considered fulltime when scheduled for 12 credits, or more, in a 20 week semester. Part time students are scheduled for 8 credits or less. The starting and ending date for each 10 week session is listed on the school calendar.

The Massage Therapy program is a clock hour program. Successful completion of this program requires a student to attend 600 hours of instruction. Students enrolled full time complete the 600 clock hour program over 26 weeks full time in the day or 52 weeks part time in the evening. The start and end dates for this program are listed on the school calendar.

## **School Sessions**

**Day classes** are offered Monday through Thursday from 8:00 a.m. to 2:05 p.m. **Evening classes** are offered Monday through Thursday from 6:00 to 10:10 p.m. Instructors are available before and/or after class hours to help students on an individual basis. LSB's main campus facility is open on Fridays for student use from 8:30 a.m. – 3:30 p.m. **Saturday Classes** are held at the main campus in North Wales from 8:30 a.m. until 12:40 p.m. These classes follow the regular academic calendar of the institution. Students wishing to take Saturday classes should notify the Academic Dean of their interest so they may be scheduled when classes are available. Saturday classes are not offered during the summer.

Day Classes for the Massage Therapy program are offered Monday through Thursday from 9:00 am to 2:00 p.m. Evening classes are offered Monday through Thursday from 5:00pm to 10:00pm. Students in Massage Therapy also treat clients in the LSB Spa as part of a 50 hour clinical rotation.

## **Questions and Concerns**

Any questions, concerns, or grievances a student has while at LSB may be directed to the appropriate person as outlined below. Concerns should first be raised on an informal basis with the instructor, or staff member with whom the student has a concern. In most cases a concern can be resolved in this manner. If this approach does not resolve the concern, students may begin the formal grievance procedure by presenting a written description of the complaint to the instructor or staff member with whom the student has a grievance. This written complaint should include as much information as possible to help in addressing the concern and must include the student name, address, email address and telephone numbers.

In the event that a resolution is not established at this first level, the student must request that the concern be considered at the next level. There are four levels in the formal grievance process. At the first level the instructor or staff member addresses the concern. At the second level the Student Services Office addresses the concern. At the third level the Academic Dean, Director of Admissions, or Director of Student Finance, addresses the concern, as appropriate. At the fourth level the Executive Director addresses the concern. The student and institution both agree that any grievance still remaining will be finally resolved through binding arbitration. The school is licensed by the State Board of Private Licensed Schools. Any concerns which are not satisfactorily resolved by the Executive Director may be brought to the attention of the Board at the following address: State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126-0333. The school is also accredited by the Accrediting Council for Independent Colleges & Schools. They may be contacted at 750 First Street, NE, Suite 980, Washington, DC 20002-4223, phone (202) 336-6780.



## **Family Education Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under certain applicable programs of the U.S. Department of Education. LSB participates in several of these programs.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by LSB. We are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that LSB correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing with the Executive Director. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, LSB must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows us to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Lansdale School of Business may disclose, without consent, "directory" information. The following information has been designated as public or Directory Information, and may be disclosed by the school for any purpose: Student's Name, Address, and Telephone Listing, Major Field of Study, Participation in Officially Recognized Activities, Dates enrolled, ASB degrees and Awards Received. Any student who objects to the school's release of any of the above listed "directory information" should contact the school registrar immediately upon receipt of this notice.

Once a year students are notified of their FERPA rights and reminded to update their release waiver information.

## **Memberships**

Lansdale School of Business and/or its faculty or staff are members of the following organizations:

American Association of University Women  
American Counseling Association  
American Library Association  
American Massage Therapy Association  
Associated Bodywork and Massage Professionals  
Association for Supervision & Curriculum Development  
Community, Junior, and Technical College Librarians  
Hatfield Chamber of Commerce  
Indian Valley Chamber of Commerce  
National Association of Health Professionals  
National Business Education Association  
National Certification Board for Therapeutic Massage and Bodywork  
National Council of Teachers of English  
Pennsylvania Association of Private School Administrators  
Pennsylvania Association of Student Financial Aid Administrators  
Pennsylvania Institute of Certified Public Accountants  
Pennsylvania Library Association  
PennSuburban Chamber of Commerce  
Phoenixville Chamber of Commerce

## **Licensing and Accreditations**

Lansdale School of Business is accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas and specialized associate degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. The address and phone number for ACICS is as follows: 750 First Street, NE, Suite 980, Washington, DC 20002-4223, (202) 336-6780.

Lansdale School of Business is approved to grant the Associate in Specialized Business degree by the State Department of Education of Pennsylvania.

Lansdale School of Business is licensed by the Pennsylvania State Board of Private Licensed Schools.

Lansdale School of Business is approved for training benefits under the following programs: the Office of Vocational Rehabilitation, the Trade Rehabilitation Act, PA Career Link, and the U. S. Department of Veterans Affairs G.I. Bill.

Lansdale School of Business is an Authorized Training Center of the American Safety & Health Institute.

# Academic Resource Center

Use of the resources and services of the Lansdale School of Business Academic Resource Center, housed at the main campus, becomes a critical component in the learning process. The LSB ARC is an attractive and comfortable room that is open daily for student research, individual and small-group study. Students are encouraged to use the print and electronic resources of the library, which include books, periodicals, on-line resources, and remote access to subscription databases. Students are encouraged to use the computer workstations to access network software. Lansdale School of Business subscribes to two online database collections: The LIRN collection provides students with millions of peer-reviewed and full-text journal, magazine, and newspaper articles, e-books, podcasts, audio, and video resources to support their academic studies from Gale Cengage, ProQuest, EBSCO, Gale Virtual Reference, eLibrary, Books 24x7, and more, covering topics for general education, business, computer applications and technology and allied health programs. Fastcase is a legal database that offers access to full text federal and state documents such as case law, statutory law, constitutions, administrative law, court rules and other authority for all 50 states and D.C. and U.S. Supreme Court cases and rules, U.S. Code, etc. Remote access to the LIRN collection of databases and LOIS Law is available to current students with a User ID/ Password provided by the librarian. These electronic resources are also available online for students attending the Phoenixville and Warminster campuses.

In addition to the online database subscriptions, students are encouraged to use appropriate Internet resources. Instruction is provided for researching, evaluating, and using information found on the Internet. Books in the General Collection and back issues of periodicals may be borrowed. There are no fines assessed for overdue materials; however, a fee will be charged for lost materials or materials not returned within the term. That fee consists of the replacement cost of the book or periodical and a \$10 service charge for ordering, cataloging, and processing. A professional librarian provides reference services, assists students in developing skills in library use and research techniques, and offers individualized and class instruction concerning materials and resources in specific subject areas. In addition to utilizing the resources of the LSB Library, students are urged to explore the many college, public, and special libraries in the area. Information on these libraries and guidance in using their collections is provided by the LSB Librarian.

Students are required to respect intellectual property and to follow the guidelines for fair use of print and electronic materials as stated in the Lansdale School of Business Copyright Compliance Policy: Library and Classroom. The complete policy is available in the LSB ARC folder on the T:/drive.

# ADMISSIONS

Lansdale School of Business is committed to a policy of nondiscrimination in compliance with all applicable Federal and State statutes. Education programs, activities, and employment at the school are provided to individuals without regard to marital status, race, color, national origin, sex, age, or religion. In addition, the school endeavors to remove any barriers and to provide opportunity for education and employment of handicapped persons. A \$40 application fee is required with all applications and is refundable within 5 days.

A tuition deposit is required to reserve a space as soon as possible after the application is submitted. The tuition deposit is \$100 and will be deducted from the total tuition due at the time the student starts classes. For a student cancelling after the fifth calendar day following the date of enrollment but prior to the beginning of classes, all tuition paid to the school shall be refunded except the application fee, which is nonrefundable. The tuition deposit submitted with the application is fully refundable prior to the start of classes.

## Acceptance Requirements

Prospective students are encouraged to visit an LSB campus with a parent, guardian, or spouse for an admissions interview. Each applicant will participate in a career evaluation at their interview.

To qualify for acceptance, applicants must meet the following requirements:

1. The applicant must be interviewed by an Admissions Representative.
2. The applicant must document his/her graduation from high school or his/her achievement of high school equivalency.
3. The applicant must complete on campus testing which will be administered to students to assist in determining the applicant's readiness for school. Scholastic Aptitude Test (SAT) scores may also be submitted to satisfy this criteria. The applicant may also provide evidence of successful completion of an accredited postsecondary program of study or other evidence that may satisfy these criteria subject to the approval of the school's Acceptance Committee.
4. The student must read and sign the Student Disclosure Form.
5. Applicants enrolling in the Massage Therapy Programs are required to sign a written policy for these programs. Students who have been convicted of a felony will not be accepted in this program.

Acceptance is based upon applicants meeting the above requirements, a review of the applicant's previous educational records, and an appraisal of the applicant's career interests. Students who have failed to adequately meet certain requirements may be eligible for conditional acceptance. In order to gain conditional acceptance, a student must have the approval of the Acceptance Committee. The student will be closely monitored and advised during their first semester of classes. The student will be eligible for financial aid during this conditional period.

## Validity of High School Credentials

Students must provide evidence that they possess a high school diploma, GED, a home study certificate, or transcript from a home-study program that is equivalent to high school level courses. In the event the validity of the high school diploma is in question, LSB will use any or all of the following methods to determine validity.

LSB will cross check the diploma with a list of "diploma mills" that has been generated through the industry. If the name of the school issuing the diploma appears on this list the high school diploma will require further investigation including but not limited to determining accreditation status, viewing transcripts provided to the student and, viewing the subjects completed by the student.

If the diploma is not from the United States and is not in English, the applicant is responsible for obtaining a translated and notarized copy to verify the authenticity prior to starting school. The student must use one of the companies listed below to translate the high school credentials. If this cannot be done, the applicant will have to attain their GED or a valid high school diploma from the United States.

Approved companies for translation:

[www.foxtranslate.com](http://www.foxtranslate.com)

[www.translation-services-usa.com](http://www.translation-services-usa.com)

[www.mycertifiedtranslations.com](http://www.mycertifiedtranslations.com)

### **Readmission Policy for Students in Good Standing**

Students who have attended LSB and at the time of withdrawal were in good standing, those with a grade point average of 2.0 or higher and a successful course completion percentage of 65% or higher, may direct a request to the Admissions Office for an application to be submitted on behalf of the student, to the Academic Dean, Executive Director and Business Office. A decision regarding re-admission will be made based on satisfaction of any financial obligation to the school and determination that the student can make progress towards completion of his/her program. All classes that the student took previously remain on their transcript and are counted for their cumulative grade point average and as credits attempted if the students re-enrolls in the same program of study.

A student who returns in a different major will have all courses applied if the course is required for the program of study. The courses will be indicated with a TC indicator (#) in lieu of the grade earned and they will count as credits attempted and credits earned. They will not be factored in to the student's CGPA. Courses with a grade of C- (1.7) or lower must be repeated. A student who graduated and wants to earn an additional ASB degree or diploma should refer to the section below entitled **Graduating with Additional ASB Degrees/Diplomas** for the requirements.

### **Readmission Policy for Students Not In Good Standing**

Students who have attended LSB and at the time of withdrawal were not in good standing, i.e., those with a grade point average less than 2.0 and/or who did not meet the benchmarks for Satisfactory Academic Progress (SAP) required at the 50% checkpoint or higher, may direct a request to the Admissions Office for an application to be submitted on behalf of the student, to the Academic Dean, Executive Director and Business Office. A decision regarding re-admission will be made based on satisfaction of any financial obligation to the school and determination that the student can make progress towards completion of his/her program and upon meeting the criteria as described below. Students may not enroll in the same program of study if, when they were dismissed, they had exceeded the maximum time frame to earn the diploma or ASB degree, or could not earn the diploma or ASB degree upon return without exceeding the maximum time frame.

If the application for re-admittance is approved, all courses taken previously will remain on the student's permanent transcript. However, only those courses in which the student earned a grade of C (2.0) or higher are counted for credit upon readmission. They will be treated the same as a transfer credit and will receive a TC indicator (#) in lieu of the grade earned and be counted as credits attempted and credits earned. Courses in which the student received a grade of C- (1.7) or lower are not counted for credit hours attempted. Credit hours that were previously earned through a credit by exam will not apply. Transfer credits from other institutions will be evaluated at time of re-enrollment.

For applicants whose readmission is approved and who resume their studies in a different academic program do so with no cumulative grade point average for the period to which the Readmission Policy applies. The student is subject to the conditions of probation and dismissal that govern all students. For the purpose of scholastic action and advising, however, the student is initially subject to the same scholastic standing as when the student last attended Lansdale School of Business. Students who were not in good standing and have been readmitted are not eligible for awards and honors, other than the Dean's List.

Students who have been readmitted in a *different* program of study from what they were in when they withdrew from LSB will have the following statement placed on their transcript beginning with the semester in which the student has been readmitted.

*This student has been readmitted to Lansdale School of Business. A re-evaluation of the student's previous academic record has been granted. Prior grades have not been used to calculate the student's current cumulative grade point average and will not count as credits attempted.. All courses that received a grade less than a C- (1.7) have been removed from the cumulative credit hours earned. Courses for which the students previously earned a grade of C or higher are treated the same as a transfer credit and will receive a TC indicator (#) for the course grade.*

On rare occasions, the re-evaluation procedure described above will not be advantageous to the student. The student may then request the Academic Dean and Executive Director that they be readmitted with the same academic record as when they withdrew.

### **Transfer Students**

Transfer students must complete a minimum of 50 percent of the required credits for graduation at Lansdale School of Business. Transfer students must also complete a minimum of 50 percent of the division and concentration requirements at Lansdale School of Business. Receiving transfer credits will not necessarily reduce the total length of time needed to complete a program of study.

Students who have less than 50% of their credits transferred from another institution or program at Lansdale School of Business may earn additional credits through credit-by-exams, not to exceed 50% of the total credits required for their program of study.

Students who opt to take a course, in which they received a transfer credit, or credit-by-exam credits, will not receive double credit. Students who opt to take a course even though they earned a transfer credit or credit-by-exam, will have the grade earned for the course taken calculated in the student's grade point average. All credits that are transferred or earned by a credit-by-exam are counted as classes completed and as credits attempted.

It is the student's responsibility to provide official sealed transcripts to the Executive Director. Normally, transfer credits will not be awarded after the end of the student's second semester. Students should not take a course that is scheduled for which they have requested a transfer of credit. Once they have attended the class, they can no longer receive transfer credits. They should see the Academic Dean or Student Services to request a schedule change.

### **Transfer of Credit from Other Institutions**

Lansdale School of Business considers credits for transfer from accredited business schools, colleges, and universities. Credits are considered for transfer provided the courses are similar in objectives and content to those offered at LSB and the letter grade (or equivalent) of the course is a "C" or better. Transcripts submitted to meet entrance requirements by transfer students are evaluated by the Executive Director. The transcript will be evaluated officially only after the applicant has been formally admitted to the school. Transfer credits awarded are not calculated in the student's CGPA. Transfer credits are counted as credits attempted and credits earned.

Earned academic credits from accredited schools that did not result in a terminal degree cannot be over ten years old to qualify for transfer. However, any credits over ten years old that were used to complete a degree and are deemed appropriate by the Executive Director may be considered.

Transfer credits may not be earned while enrolled as a LSB student, except when special circumstances would warrant a waiver of this policy by the Executive Director. An example of when a waiver might be granted would be for a student who was near completion of his/her program of study and the student moved from the area, or entered the armed forces. The student would have to be in good academic standing and close to completing their program of study at Lansdale School of Business.

- An official transcript of the student's course work must be furnished to Lansdale School of Business directly by the institution where the course work was completed.
- The credits must have been earned in courses offered at an accredited institution acceptable to Lansdale School of Business.
- A grade of "C" or "2.0" or higher must be designated to each course completed to be eligible for transfer. Only courses in which credit has been awarded will be considered for transfer. No courses with a pass or fail grade are eligible for transfer.
- No more than 50% of the credits necessary to complete your program from Lansdale School of Business will be accepted for credit.
- Any questions about transfer of credits/clock hours should be discussed with the Academic Dean or The Executive Director.
- All such transfer credits will count as credits attempted and credits earned. They will not affect a student's CGPA.

### **Transfer of Credit to Other Institutions**

Information concerning other schools which may accept LSB credits toward their programs can be obtained by contacting the Student Services Office. However, Lansdale School of Business does not guarantee transferability of credits to any other college, university, or institution. Any decision on the comparability, appropriateness, and applicability of credits and whether they should be accepted is the decision of the receiving institution. It should not be assumed that any courses or programs described in this catalog can be transferred to another institution.

### **Proficiency Exams**

Proficiency exams are provided to the students for a \$30.00 administrative fee. The student may challenge a course for which proficiency exams are available, but will not receive credit hours for the course. Currently CIS130 – *Beginning Keyboarding* is the only proficiency exam available.

### **Credit by Exam/Proficiency Exam**

Credits may be awarded to students who successfully challenge a course through a credit by exam. Credit by exam and proficiency exams must be taken during the student's first two semesters at Lansdale School of Business. No exams may be taken after the student has completed his/her second semester at LSB. Exams not passed or completed may not be retaken. A student who is scheduled for a class he/she wants to challenge is to contact the Academic Dean or Student Services Coordinator immediately to be rescheduled. Once a student attends a class, the student can no longer challenge it.

Successful completion of the examination will earn course credits that will be applied toward required credits for graduation and count as credits attempted and credits earned for SAP calculations. Successfully passing an exam will not necessarily reduce the total length of time needed to complete a program of study. Students who have received 50% of their credits from transfer credits are not eligible to earn additional credits through credit-by-exams. In this case, a student may still challenge the class but would need to take another course to earn the credits needed for program completion.

Please contact the person named below to schedule an exam. There is a \$30 administrative fee for all exams except for *CIS140, Introduction to Word Processing* which has a \$60 administrative fee. In addition, for each class successfully challenged tuition will be charged at 25% of the current tuition rate. The exam fee must be paid at least one business day prior to the exam. The fee is non-refundable. A student can pay in person, or he/she can call the business office to make a credit or debit card payment. A student who has scheduled an exam and needs to reschedule it may do so one time without penalty. A student who does not keep an appointment for a scheduled exam and does not notify the exam administrator at least one business day in advance will be assessed the administrative fee upon rescheduling for the exam.

## CREDIT BY EXAMS/PROFICIENCY EXAMS AVAILABLE

(two credits unless otherwise noted).

To schedule for the following exams contact **Sharon Yocum – [syocum@lsb.edu](mailto:syocum@lsb.edu)**

- CIS130 – *Beginning Keyboarding* (no credits – proficiency exam)
- CIS140 – *Introduction to Word Processing*

To schedule for the following exams contact **Kathy Ruggieri – [kruggieri@lsb.edu](mailto:kruggieri@lsb.edu)**

- CIS101 – *Introduction to Computers* (MS Office Suite)
- CIS150 – *Electronic Spreadsheets* (Excel)
- CIS160 – *Database Management* (Access)
- CIS170 – *Presentation Graphics* (PowerPoint)

To schedule for the following exams contact **Jackie Wheeler – [jwheeler@lsb.edu](mailto:jwheeler@lsb.edu)**

- ACC101 – *Introduction to Accounting* (4 credits)
- MED110 – *Medical Terminology* (4 credits)
- MAT101 – *Business Mathematics*
- MAT103 – *Principles of Mathematics*



# ACADEMIC INFORMATION

## Registration

New students must register at orientation on the dates listed in the college calendar. Before registration, new students should have completed all necessary enrollment papers through the Admissions Department. The school reserves the right to cancel courses for which there is insufficient registration. Continuing students will be notified of their registration date for the next session.

## Student Schedules

All students are pre-scheduled by the Academic Dean to ensure that they will complete the necessary requirements for their course of study in the shortest possible time. Normally, a student is scheduled for the same number of credits each semester unless the student contacts the Academic Dean or Student Services Coordinator to increase or decrease the course load. This requires the approval of the student's financial aid advisor. It is the student's responsibility to keep track of their courses completed to ensure that they are scheduled for all the courses needed for program completion. Students choosing to take courses out of the suggested sequence may find themselves short of the required courses prior to their desired graduation date. Many courses are sequential and a student can not be placed in an advanced course without taking the prerequisite course. Care should be taken, therefore, to follow the sequence of courses selected by the Academic Dean. Program completion is dependent on the number of credit hours taken each semester and fulfilling all the requirements for the diploma or ASB degree sought.

## Course Substitution

The school reserves the right to substitute courses to ensure that a student will complete their program of studies on time. Substitutions occur when a program course is not offered in time for a student to graduate and a related course is offered. These course substitutions need the approval of the Academic Dean or Executive Director. A student who requests a course substitution must meet with the Academic Dean or Executive Director to justify the request. Approval may be granted if the requested course meets the vocational objectives of the program. Substitutions are not permitted for state mandated courses, i.e. general education courses, or courses that are deemed critical to the successful completion of the program of study. Normally, a diploma program student will be allowed to make no more than two subject substitutions during the course of his/her program, and a ASB degree program student three.

## Course Changes

A student who desires to change or drop a course may do so within the first week of each session. No student may enter a course after the first week of class without permission of the Academic Dean or the Executive Director. Students must complete the necessary Drop/Add form and check with the business office and/or financial aid coordinator to ascertain what effect this action will have, if any, on the student's financial obligations if the number of credit hours increases or decreases. No student will be permitted into a course after the conclusion of the second week of classes, unless approved by the Academic Dean and the instructor.

## Change of Major

Students who wish to change their program of study, or add an additional major must submit a request for a change using the appropriate form. Students are to contact the Academic Dean or Student Services Coordinator to initiate a program change or addition. The change must be approved by the Academic Dean, and the student's Financial Aid Coordinator. Refer to the section on graduating with additional ASB degrees or diplomas for further information. The Academic Dean will determine which credits will transfer to the new program of study and how many credits remain to be completed.

Students experiencing academic difficulties and wanting to continue their education in a new program of study may do so with the permission of the Academic Dean and their financial aid advisor. Grades that are a C- (1.7) or less will not count for the new program and must be repeated if required for the new program of study. Grades of a C (2.0) or higher will transfer if

part of the new program of study. These courses will be indicated with a transfer credit indicator (#) in lieu of the grade earned and they will count as credits attempted and credits earned. The credits will not be factored in to the student's CGPA. A student may change his/her program of study two times because of academic difficulties. Transfer credits previously received from another school will not automatically count. These transfer credits will need to be reevaluated to ensure their relevance in the program of study. Students will need to meet all the requirements of SAP at the end of each semester. All courses previously taken and grades earned will remain on the student's official transcript.

### **Final Examinations**

Final examinations are held the last week of each session. No student is excused from these examinations. Some courses have final projects or presentations in lieu of final examinations.

### **Incomplete Policy**

A grade of "I" (Incomplete) is given at the discretion of the instructor for any student who has a valid and documented reason for not completing assignments. Students who were negligent in completing their work will receive the grade they earned. An incomplete grade must be made up by the end of the first week of the following session. However, if the course is a pre-requisite course, the student may not take the next level course. Incomplete grades can adversely affect a student's projected completion date.

In special cases a student may request an extension of time to complete the assignments. This request must be made in writing on the appropriate form and have the approval of the instructor and the Academic Dean. Under normal circumstances no incomplete grade will be carried past the end of week seven of the following session and never past week ten. The final due date to satisfy an incomplete grade is determined by the instructor.

Incomplete grades not satisfactorily completed within the time allowed will result in the permanent grade being recorded based on the following criteria:

A grade of "F" will be recorded for any student who does not submit or complete *required exams, tests or projects* as listed in the course syllabus/outline.

If all required components have been satisfied, or if there are none for the course, then the grade recorded will be determined by the student receiving a grade of "0" for work not completed.

Incomplete grades are not counted as credits attempted or credits earned. Incomplete grades must be satisfied within the time limits set forth above at which time the student's Satisfactory Academic Progress will be checked.

### **Grade Changes**

The School provides an appeal process for students who believe that a recorded grade for a course is not the one earned. Students must first attempt to resolve the matter with the course instructor. If a resolution cannot be reached, the student may appeal to the Academic Dean using the student Grievance form. The grievance should state the session and year, the course number and title and the instructor. The reason for the appeal and evidence that supports the student's challenge of the grade is to be included. The course syllabus, course outline and class policies are to be included with the appeal. The Academic Dean will review the evidence submitted by the student and that of the instructor. Students must challenge a grade within one session (ten weeks) following the end of the session of the contested grade. Challenges made after that time period will not be accepted. The student shall be notified in writing as to the result of the appeal. Grades may also be changed by an instructor if the instructor sends a grade change to the registrar and documents the reason for the grade change. The student's Satisfactory Academic Progress will be adjusted when a grade change is made.

### **Class Assignments and Homework**

Class assignments are due on the date designated by the instructor. A minimum of two hours of out-of-class student work is required for each hour of class lecture. It is the student's responsibility to contact the instructor when they will be absent from class and obtain any missed

assignments. Should a student not be able to attend the first week of a session, the student is to notify the Student Services Office in advance. Not notifying the Student Services Office may result in a student's removal from the course if another student is on the waiting list for the course.

### **Credit Definition**

The time required to earn a credit at LSB meets the criterion for a semester-hour credit and may be considered as such for the purpose of transferring credits to another institution. One credit is awarded for each 15 hours of lecture, for each 30 hours of lab, and for each 45 hours of externship. Distinct times for lab and lecture are not scheduled or published; however, many Lansdale School of Business courses contain a lab component. Refer to the course syllabus/outline for details on a specific class. A credit hour is a unit of measure, not necessarily an indicator of transferability of credit. The receiving institution, rather than the training institution, decides whether to accept credits for transfer.

### **Credit Load**

The part-time academic credit load consists of four to ten credits per semester; the full-time academic credit load consists of sixteen to twenty credits per semester. A student will be permitted to exceed the standard full-time load only in exceptional cases with approval by the Academic Dean.

## Grading System

Final grades in courses are A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, W, WF, I, \*, CR, NC, #, \$.  
The key to grades is as follows:

A, A-	Excellent—Sustained mastery of course.
B+, B, B-	Good—Displayed accurate knowledge of course.
C+, C, C-	Satisfactory— Continuation competency—Defined to mean that the student has achieved a level of proficiency so that he or she is prepared to take any subsequent course that has this course as a prerequisite, except for medical courses which require a minimum grade of a C.
D+, D, D-	Unsatisfactory, but passing—Defined to mean that the student has achieved a minimum level of proficiency so that the course may be applied towards graduation except for medical and massage therapy courses which require a minimum grade of a C. If the course is a prerequisite course the student must usually retake the course, unless in the estimation of the instructor and the Academic Dean the student showed progress and is permitted to take the next level course.
F	Failure—Course may not be used towards graduation.
W	Withdraw —To be given to a student who voluntarily withdraws from a course before the midpoint of that particular course. This grade is also given to a student who officially withdraws from the school prior to the midpoint and the grade at the time of withdrawal is a passing grade. This grade has no effect on the student's cumulative grade point average.
WF	Withdraw/Fail—To be given to a student who withdraws from a course after the midpoint of a particular course, regardless of the grade at the time of withdrawal. A WF is also given to a student who withdraws from the school if the student does not have a passing grade in the course, at the time of withdrawal. This grade is entered into the student's grade point average as an "F."
I	Incomplete—a grade of "I" (Incomplete) is given to a student as a temporary grade when all required coursework is not completed due to medical or other unforeseen and verifiable reasons.
*	Indicates midpoint of course— To be given at the end of the session to indicate the midpoint of a two-session course. This symbol has no effect on the student's grade point average.
CR	Credit Earned—Student given credit for the course, usually through a placement exam, but no grade given.
NC	No Credit Earned—Student not given credit for a course. An example is a proficiency exam, or a credit by exam for which the student does not want credit.
#	Courses Repeated and Transfer Credits are all noted with a pound (#) sign. If a course is repeated for which credits have been awarded, the quality points of the highest grade are calculated in computing the cumulative average.
\$	Credits earned for passing a <i>credit by exam</i> test.

## Grade Point Average

Grades correspond with quality points as follows:

Grade	Definition	Grade Points Per Credit
A	Excellent	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Satisfactory	2.0
C-		1.7
D+		1.3
D	Unsatisfactory	1.0
D-		0.7
F	Failure	0.0
I	Incomplete	0.0
W	Withdraw	0.0
WF	Withdraw/Failing	0.0
NC	No Credit Earned	0.0
CR	Credit Earned	0.0
*	Indicates mid-part of course	0.0
**	Indicates mid-point of repeated course	
#	Course not in GPA	0.0
\$	Credit by exam	0.0

To calculate the quality points for each course, credits are multiplied by the quality points for the grade given. The GPA is then determined by dividing the total number of quality points by the number of credits. Credits for grades of F and WF are included in the calculation. A student's transcript reflects both the GPA earned for the individual session and a cumulative average.

### Sample GPA Computation

Grade Points				Credits	=	Grade Point Total
ACC 101	A	4.0	X	4	=	16.0
BUS 111	C	2.0	X	2	=	4.0
ENG 101	B+	3.3	X	4	=	13.2
CIS 101	C-	1.7	X	2	=	3.4
				12		36.6

GPA = 36.6 divided by 12 = 3.05

### LSB Standard Grading Scale

A	93 - 100
A-	90 - 92.9
B+	88 - 89.9
B	83 - 87.9
B-	80 - 82.9
C+	78 - 79.9
C	73 - 77.9
C-	70 - 72.9
D+	68 - 69.9
D	63 - 67.9
D-	60 - 62.9
F	59.9 or below

### **Dean's List**

In order to qualify for the Dean's List, students enrolled in a program must have completed courses totaling a minimum of six credits for the session and have a session GPA of at least 3.5. Courses completed in that session only will be used to determine a student's eligibility. Students with incomplete grades will not be eligible for the Dean's List. Transfer credits and credits-by-exam are not counted to determine eligibility for the Dean's List.

### **Withdrawal from School**

If a student wishes to withdraw from school, he/she must first notify Student Services and should complete a Withdrawal Form. The notification to the school by the student may be in writing (by post or email) or by phone. The date the notification is received is the recorded date of determination. Courses a student withdraws from are counted as credits attempted.

This is a withdrawal in accordance with Federal Regulations and LSB is required to complete a Return to Title IV calculation and remit refunds in a timely fashion.

### **Temporary Interruption in Attendance (TIA)**

A student who begins taking a class or classes during the first session of his/her semester and then advises LSB that he/she cannot finish the session but wants to confirm attendance for the second session of the semester must complete a Temporary Interruption In Attendance (TIA) form. The Effective Date of the TIA is the day on which the student notifies LSB of his/her inability to complete the first session and also provides confirmation of attendance for the second session in his/her semester.

This is not a withdrawal in accordance with Federal Regulations and LSB is not required to complete a Return to Title IV calculation.

A student who stops attending class after he/she has attended a class during the session will be considered as an active student until the end of that session unless he/she notifies the school that he/she is withdrawing from school or taking a TIA. If the student does not register for the following session, the student will be withdrawn from school with an effective date as of the last date of the previous session or in the case of a TIA the effective date of withdraw will be the recorded date on the TIA. Classes a student withdraws from are counted as credits attempted.

### **Exit Interviews**

Students who want to discontinue their education for any reason are required to schedule exit counseling with their financial aid advisor. This meeting can help the school correct any problems and may assist students with their plans. In many cases, the problem hindering successful completion of the educational objective can be resolved during an exit interview.

### **Satisfactory Academic Progress Standards for Federal Aid**

These standards apply to all students, part time and full time, cash paying students or those receiving financial assistance.

A student must meet the minimum standards of academic achievement and successful course completion as outlined in the Satisfactory Progress Table while enrolled to receive federal financial aid. Students who are on financial aid warning (see below), or who have submitted a successful appeal to a determination of unsatisfactory progress also remain eligible for federal financial aid.

### **Evaluation Points for Federal Financial Aid**

A student's progress will be evaluated at the end of each student's payment period. Students need to meet the requirements as listed in the Satisfactory Progress Table at the 30% checkpoint or higher.

### **Federal Financial Aid Keyed To Academic Performance**

A student who does not achieve the required CGPA or who is not completing his or her educational program at the required pace of completion is no longer eligible to receive assistance under the title IV, HEA programs.

**Financial Aid Warning - (FAW)**

A student who fails to make satisfactory academic progress at the end of their payment period and who is at the 30% checkpoint on the Satisfactory Progress Table is placed on FAW. The student may receive financial aid for one more payment period without filing an appeal. All courses taken while on FAW count towards a student's Cumulative Grade Point Average (CGPA) and the student's Successful Completed Percentage (SCP). Repeated courses count as credits attempted, but not for credits earned if credit was previously awarded. Repeated courses will only have the highest grade earned count for CGPA.

A student may not be placed on FAW for consecutive payment periods. A student who does not meet the standards at the end of the subsequent payment period is ineligible for further federal aid unless a successful appeal is granted.

**Appeal of Financial Aid Warning**

A student not meeting the satisfactory progress academic standards and having had his or her federal financial aid revoked may request a reconsideration in order to continue receiving assistance under the Title IV, HEA programs. A student must submit his/her appeal in writing to the Academic Dean and/or Executive Director within two weeks of the determination of unsatisfactory academic progress. The appeal must document the circumstances that led to the student's failure to meet the required academic standards. The student must demonstrate that these unusual circumstances had an adverse impact on the student's satisfactory progress such as poor health, family crises, or other significant occurrences outside the control of the student. The student needs to include a statement as to what has changed in his/her situation that will result in successful completion of his/her program of study. The student may be granted a "probationary" period not to exceed one payment period, or the appeal may be denied. The decision of the Academic Dean and/or Executive Director will be issued in writing and is final. Courses taken while appealing a FAW are factored in a student's Cumulative Grade Point Average (CGPA). The credits are also applied towards the student's Successful Completed Percentage (SCP). Repeated courses will only have the highest grade earned count for CGPA and will count as credits attempted.

**Financial Aid Probation**

A student who fails to make satisfactory academic progress at the end of a payment period, and who was placed on financial aid warning is ineligible for further financial aid unless the student has successfully appealed and is granted financial aid probation. The student will then have his or her eligibility reinstated for the subsequent payment period.

**Reinstatement of Federal Financial Aid**

Federal student financial aid that was suspended for a student not meeting SAP standards may be reinstated when the student improves his/her SAP to the minimum standards required at their checkpoint. A student may receive further assistance if the student met the requirements established by the academic plan; failure to meet the school's satisfactory progress standards within the time frame established will result in the denial of further federal financial aid. A student who was not making SAP at the beginning of the payment period but has made SAP by the end of the payment period will be eligible for federal aid for that payment period.

**Minimum Academic Achievement**

A cumulative grade point average of 2.00 or better overall is required to graduate. A student must achieve the required CGPA and SCP benchmarks at the specified evaluation points as found in the Satisfactory Progress Table below in order to remain enrolled as a regular student. Additional requirements apply to some Allied Health and Massage Therapy programs as described in the Programs of Study section.

**Maximum Time Frame**

A student who does not successfully complete his/her program of study with the minimum number of courses required will have to continue to attend beyond the standard length of the program to complete the program. Under no circumstances can a student receive a ASB degree or diploma if it exceeds one-and-a-half times the specified normal program length. The Maximum Time Frame (MTF) is one-and-a-half times (1.5) times the student's normal program length in terms of credit hours. Transfer credits and credits received by exam count as credits attempted and credits completed. Failure to complete the program during the MTF may result in the

dismissal of the student from the institution. A student who does not complete his/her program of study in the MTF may not be reenrolled in the same program of study in the future.

### Successful Course Completion

A student must successfully complete the specified minimum percentages of the courses attempted in order to remain enrolled as a regular student. The following criteria apply to determine a course successfully completed:

- **Course repetitions** – a course that is repeated is counted as credits attempted. A student who wants to repeat a course to improve his/her CGPA if the original grade received met the minimum grade needed to satisfy program completion requirements may do so one time and still receive federal financial aid. Students who did not meet the requirements needed may repeat a course as often as necessary until the minimum required grade is achieved. All repeated courses affect satisfactory progress calculations. All attempts will be a part of the student's permanent record. A student who receives a transfer credit or a credit by exam and subsequently takes the course at LSB will have the grade earned for the course calculated in their GPA.
- **Course withdrawal** – Students who withdraw from school after the first week of a session will have those courses treated as credits attempted.
- **Credit by exam** – a course that was successfully challenged counts towards successful course completion and credits attempted if the student elects to receive credit for the course.
- **Incomplete grade** – a course is not considered complete until a final grade is recorded. When a grade is submitted it will be factored into the student's CGPA and the course will affect the SCP.
- **Transfer credits** – a course for which transfer credits were awarded count towards successful course completion and credits attempted.

### Satisfactory Progress Table

Evaluation Points Attempted Credits	Minimum GPA Required	Pace - Minimum Successful Course Completion of Credit Hours percentage required at designated evaluation point (cumulative number of hours successfully completed divided by the cumulative number of hours attempted)
20% of maximum time frame	1.00	40%
30% of maximum time frame	1.25	55%
50% of maximum time frame	1.50	60%
75% of maximum time frame	1.75	65%
100% of maximum time frame	2.00 overall	67%



**The following are examples of the application of the STANDARDS OF SATISFACTORY PROGRESS TABLES**

A student who does not meet any one of the required benchmarks at the 50% or higher checkpoint is subject to academic dismissal and could lose their financial aid.

<b>70 Credit Program *</b> Maximum Program Length 104 credits							
	<b>Student</b>	20%	<b>30%</b>	50%	75%	100%	
<b>Credits Attempted:</b>	<b>34</b>	20	<b>30</b>	52	78	104	
<b>Credits Earned :</b>	<b>32</b>	14	<b>22</b>	36	54	70	
<b>Quality Points:</b>	<b>86.40</b>	1.00	<b>1.25</b>	1.50	1.75	2.00	
<b>Credits for GPA:</b>	<b>44</b>						
<b>Cumulative GPA:</b>	<b>2.70</b>						
<b>Successful Completion Percentage (SCP)</b>	<b>94%</b>	40%	<b>55%</b>	60%	65%	67%	

\*In this example of a student in a 70 credit program, the student attempted 34 credits. The student is at the 30% checkpoint. At this checkpoint, the student must have earned 22 credits, have a minimum GPA of 1.25 and a 55% SCP. The student meets all of the criteria at the 30% checkpoint.

<b>40 Credit Program**</b> Maximum Program Length 60 credits							
	<b>Student</b>	20%	30%	<b>50%</b>	75%	100%	
<b>Credits Attempted:</b>	<b>34</b>	12	18	<b>30</b>	44	60	
<b>Credits Earned :</b>	<b>34</b>	8	12	<b>20</b>	30	40	
<b>Quality Points:</b>	<b>44.20</b>	1.00	1.25	<b>1.50</b>	1.75	2.00	
<b>Credits for GPA:</b>	<b>34</b>						
<b>Cumulative GPA:</b>	<b>1.30</b>						
<b>Successful Completion Percentage (SCP)</b>	<b>100%</b>	40%	55%	<b>60%</b>	65%	67%	

\*\*In this example of a student in a 40 credit program, the student attempted 34 credits which places the student at the 50% checkpoint. At this checkpoint, the student must have earned 20 credits, have a minimum GPA of 1.50 and a 60% SCP. The student has a GPA is 1.30, earned 34 credits and also has a SCP of 100%. While the credits earned and the SCP is exemplary, the student will be academically dismissed if he or she is at the end of his or her semester. Why? Because the student is at the 50% checkpoint and the student's GPA is 1.30, below the 1.50 required. If the student was in the mid-point of a semester (end of a session), the student would be counseled and could recover.

<b>30 Credit Program***</b> Maximum Program Length 44 credits							
	<b>Student</b>	20%	30%	<b>50%</b>	<b>75%</b>	<b>100%</b>	
<b>Credits Attempted:</b>	<b>22</b>	8	12	<b>22</b>	<b>33</b>	<b>44</b>	
<b>Credits Earned :</b>	<b>12</b>	6	8	<b>16</b>	<b>24</b>	<b>30</b>	
<b>Quality Points:</b>	<b>50.6</b>	1.00	1.25	<b>1.50</b>	<b>1.75</b>	<b>2.00</b>	
<b>Credits for GPA:</b>	<b>22</b>						
<b>Cumulative GPA:</b>	<b>2.30</b>						
<b>Successful Completion Percentage (SCP)</b>	<b>55%</b>	40%	55%	<b>60%</b>	<b>65%</b>	<b>67%</b>	

\*\*\*In this example of a student in a 30 credit program, the student attempted 22 credits which places the student at the 50% checkpoint. At this checkpoint, the student must have earned 16 credits, have a minimum GPA of 1.50 and a 60% SCP. The student's GPA is fine at 2.30, however the student has only earned 12 credits and also has a SCP of 55%, both of which fall below the bench marks. This means the student will be academically dismissed if he or she is at the end of their semester. If the student was in the mid-point of a semester (end of a session), the student would be counseled and could recover.

## STANDARDS OF SATISFACTORY PROGRESS TABLES

### Massage Therapy Program

The massage therapy program is a clock hour program and the basic standards are the same as for the credit hour program above, except the benchmarks fall in place at clock hours attempted. The student needs to have the minimum grade at each checkpoint in order to continue in the program. For example, a student who has attempted 270 hours and less than 450 hours must have a minimum grade of 67% or face academic dismissal.

#### MASSAGE THERAPY 600 clock hours

600 HOUR PROGRAM	20%	30%	50%	75%	100%
Hours attempted	180	270	450	675	900
Hours needed	120	180	300	450	600
Grade needed	60%	67%	69%	71%	73%

#### In addition to the above:

#### All Massage Therapy students needs to meet the following criteria:

Achieve a minimum grade of a C (73%-77.9%) in the following courses, as well as cumulatively, in order to successfully complete the program.

MTH101 – Muscle Therapy Theory and Technique

*MTH 101 is a pre-requisite and requires a minimum grade of 73% to enroll in MTH 107 and MTH 200*

MTH108 – Anatomy, Physiology, Kinesiology & Pathology for Massage

MTH200 – Clinical Rotations for Massage

*See Clinical handbook for requirements to start rotations.*

Failure to meet the required minimum grade of 73% in any of these courses will require the student to either repeat the course(s) before they can complete the program, or withdraw from the Massage Therapy Program.

#### PART TIME students need to meet the following criteria:

Achieve a minimum grade of a C (73%-77.9%) in the following pre-requisite courses:

MTH101 – Muscle Therapy Theory and Technique

MTH108 – Anatomy, Physiology, Kinesiology & Pathology for Massage

These classes are completed prior to the 20% benchmark. Failure to meet the pre-requisite grade for one or both of these courses will require the student to either repeat the course(s) before they can proceed to the next level course for which the class is a pre-requisite, or withdraw from the Massage Therapy Program.

### **Maximum Time Frame**

(MTF)- One-and-a-half times (1.5) times normal program length in terms of clock hours. The Massage Therapy program is 600 hours in length and students must have completed the program within 900 clock hours.

### **Massage Therapy Division**

The massage division adheres to the same benchmarks as listed in the Satisfactory Progress Table above, but the time frame is based on clock hours.

### **Academic Counseling**

A student who is not meeting satisfactory Academic Progress Standards will receive academic counseling.

### **Academic Probation**

Even though a student exceeds the minimum standards for academic achievement described in the Standards, the student will be placed on probation if the student's GPA at the 30% evaluation point or higher is less than what is required for graduation. All students placed on probation will be notified. Students will remain on probation until their CGPA is improved to 2.00 or better, or until they are dismissed from the school for not meeting the published standards. A student placed on Academic Probation will remain eligible for federal financial aid during the probation period if they meet the Satisfactory Academic Progress Standards for Federal Aid.

### **Academic Dismissal**

A student is academically dismissed from school as a regular student when his/her academic criteria do not meet the benchmarks required at the 50% evaluation point or above following the end of the student's semester in which they fail to meet those standards. This includes cumulative grade point average, credits earned and successful completion percentage. Students dismissed may be able to continue their studies at LSB without financial aid as described in the *Continuation as a non-regular student* section that follows.

### **Continuation as a non-regular student**

If a student fails at the 50% evaluation point or above to meet either the minimum academic achievement or successful course completion standards previously described above, the student may no longer continue at Lansdale School of Business as a regular student and is no longer eligible for government student aid. The student is academically dismissed from the program of study; however, if approved by the Academic Dean, the student may continue as a non-regular student for a period of time not greater than one semester and will not be eligible for Federal and State student aid in order to retake courses or to practice skills at which the student was previously unsuccessful. All courses taken as a non-regular student count towards a student's Cumulative Grade Point Average (CGPA). The credits are also applied towards the student's Successful Completed Percentage (SCP). Repeated courses will have the highest grade earned count for CGPA. During this period the student will be charged tuition consistent with stated tuition fees.

### **Course withdrawals**

A student who withdraws from a course prior to the midpoint of the class will receive a grade of "W", unless the student was failing at the time of withdrawal which will result in a grade of "WF". A student who withdraws from a course after the midpoint of a session will have a grade of "WF" recorded at the time of the withdrawal regardless of the grade at the time of withdrawal. The course(s) will also be calculated as credits attempted which affect the student's SCP. A "WF" grade will affect a student's CGPA. The midpoint of a session is defined as the end of week five.

### **Appeal of notice of academic dismissal**

A student must submit his/her appeal in writing to the Academic Dean and or Executive Director within two weeks of receiving notification of academic dismissal. The circumstances, such as poor health, family crises, or other significant occurrences outside the control of the student, must be documented, and the student must demonstrate that they had an adverse impact on the student's satisfactory progress. The student needs to include a statement as to what has changed in his/her situation that will result in successful completion of his/her program of study.

The student may be granted a “probationary” period not to exceed one payment period, or the appeal may be denied. The decision of the Academic Dean and/or Executive Director will be issued in writing and is final. No waivers will be provided for ASB degree completion or graduation requirements.

### **Application of standards**

These satisfactory progress standards apply to all students, part time and full time, cash paying students or those receiving financial assistance.

### **Graduation Requirements**

1. A student cannot graduate or participate in the graduation ceremony unless all academic requirements are fulfilled. The student must have a 2.00 or better GPA overall. A Medical Assistant ASB degree student must earn a minimum grade of a “C” in all medical courses. Massage Therapy students must earn a minimum grade of a “C”.
2. The student must not be facing any major disciplinary action.
3. The student must complete financial obligations.

### **Graduating with Additional ASB Degrees/Diplomas**

Students who are currently enrolled in a program and want to add an additional ASB degree or diploma must make his or her request on a change of major form. Likewise, students who have completed their ASB degree or diploma and want to continue at LSB to earn an additional ASB degree or diploma will need to complete a change of major form.

Students earning an additional ASB degree or diploma will have all of the courses that apply transferred to the new program. The grades earned from the first program of study are part of the student’s CGPA. Likewise these credits will be utilized in computing the student’s SCP. The remaining courses taken to complete the additional program will count towards the CGPA and SCP for the added program.

1. A student who desires a second specialized associate’s degree from Lansdale School of Business must complete a minimum of 20 additional credits at LSB and fulfill all of the course requirements as outlined in the most recent school catalog for each ASB degree desired.
2. A student, who was enrolled as a diploma student, has completed 50% of the requirements for the diploma and then desires to continue on for the ASB degree in the same discipline can earn the diploma and the ASB degree when all the requirements for the ASB degree are satisfied.
3. A student, who enrolled as or earned a ASB degree and then wants a diploma in a different program, must take a minimum of ten additional credits and satisfy all of the requirements for the diploma.
4. A student, who was enrolled as a diploma student and desires a second diploma, must take a minimum of ten additional credits and satisfy all of the requirements for the second diploma.
5. A student cannot enroll as a ASB degree student, complete the requirements for the ASB degree and also receive a diploma derived from any other program of study.
6. A student cannot be enrolled in more than two programs of study concurrently.

### **Commencement Exercises**

Students complete programs and graduate at the end of each session. Commencement exercises are held once a year, normally the first Friday of May. All students who have completed graduation requirements are expected to attend commencement. Students must have met all requirements for the diploma or ASB degree in order to participate in the commencement ceremony. Students are reminded that diplomas and transcripts will be held and not released until all financial and other obligations to the school have been met.

### **Graduation Honors**

To graduate from Lansdale School of Business's ASB degree programs with honors, a student must have achieved a cumulative GPA of:

3.90 - 4.00	Summa Cum Laude	Graduate with Highest Honors
3.70 - 3.89	Magna Cum Laude	Graduate with High Honors
3.50 - 3.69	Cum Laude	Graduate with Honors

# TUITION & FEES

## Payment Policy

Tuition and fees are billed on a semester basis for all programs except massage therapy. Massage program is billed for the entire tuition at the start of the program. All payments are due and payable at registration or prior to the first day of class. A semester is 20 weeks in length and is divided into two 10-week sessions. Students will be charged per credit hour for each semester. A current schedule of tuition and fees can be found on the enclosed supplement to this catalog.

## Payment Options

1. Cash
2. Check or money order — made payable to Lansdale School of Business.
3. Debit or Credit card—VISA, Discover, and Master Card are accepted.
  4. Billing your employer—please bring an Authorization-to-Enroll form from the employer at the time of registration. This form should include a statement that the employer is willing to accept the charges and the address to which an invoice should be sent.

Full tuition payment is required at registration. Students who are unable to make complete payment at that time must sign a payment plan from the business office which specifies detailed payment arrangements.

A student will be denied entry to classes until his/her financial obligations have been met to the satisfaction of the school. No grades, transcripts, records of graduation, ASB degrees, diplomas, and related materials will be released to the student, potential employer, or other institutions until all financial obligations have been met.

## Fees and Refund Policy

An application fee of \$40.00 is payable when the application is submitted to the school. This fee is not refundable after five calendar days following the date of application. A tuition deposit of \$100.00 is required with the submission of the application. This deposit ensures the student a place in class and will be deducted from the total tuition due at the time of registration. If the student for any reason does not start school, the tuition deposit of \$100.00 is fully refundable.

The date used for refund computation purposes will be the date the student notifies Lansdale School of Business in writing that he or she will be withdrawing. If the student does not provide notification to Lansdale School of Business, it will be the date the institution becomes aware that the student is no longer attending. Refunds will be made within 45 calendar days from the date the school determines the student to be withdrawn.

The refund calculation is made on the billed tuition, not on the amount paid. If after calculating the refund the student still has an unpaid balance, this amount becomes payable immediately.

A billing period is defined as the 20-week semester and applies to all program students, except massage students. Massage Therapy students' billing period is defined as the length of the program from start to completion.

Refunds on student accounts will be made at the full value of the unused balance, no refunds will be made for balances less than \$1.00.

### Tuition Refund Schedule for Credit Hour Programs

For a student canceling after the fifth calendar day following the date of enrollment but prior to the beginning of classes, all tuition paid to the school shall be refunded

For semester based programs after the last day of the drop and add period for each session, no refunds or adjustments will be made to students dropping individual classes but otherwise enrolled at the Lansdale School of Business.

For semester based programs if a student enrolls and withdraws or discontinues after the semester has begun but prior to completion of the semester, minimum refunds apply.

For a student withdrawing from or discontinuing the program during the first seven calendar days of the billing period, the tuition refunded by the school shall be 75% of the tuition billed (not the amount paid).

For a student withdrawing from or discontinuing the program after the first seven calendar days, but within the first 25% of the billing period, the tuition refunded by the school shall be 55% of the tuition billed (not the amount paid).

For a student withdrawing from or discontinuing the program after 25% but within the first 50% of the billing period, the tuition refunded by the school shall be 30% of the tuition billed (not the amount paid).

No refund shall be made once a student completes 50% of the semester.

A student who withdraws and then returns within the same semester must return all refunds.

### **Tuition refund schedule for Massage Therapy**

Tuition refunds for the clock hour Massage Therapy diploma program is based on two equal thirteen week increments for full time students and four equal thirteen week increments for part time students. A refund calculation is prepared for each separate thirteen week increment.

For a student withdrawing from or discontinuing the program during the first seven calendar days the tuition refunded by the school shall be 75% of the tuition billed (not the amount paid) for those 13 weeks.

For a student withdrawing from or discontinuing the program after the first seven calendar days, but within the first 25% of a thirteen week increment, the tuition refunded by the school shall be 55% of the tuition billed for those thirteen weeks.

For a student withdrawing from or discontinuing the program 25% but within the first 50% of a thirteen week increment, the tuition refunded by the school shall be 30% of the tuition billed for those thirteen weeks.

No refund shall be made once a student completes 50% of each thirteen week increment.

### **Books and Supplies**

Books and supplies can be purchased after the Business Office has acknowledged all tuition and fee responsibilities have been fulfilled. Tuition payments and bookstore purchases **should be paid with separate checks.**

### **Miscellaneous Fees**

- Bad Check Fee: \$15,
  - Once a student has had a check returned from the bank, only cash, credit card, money order, or certified check will be accepted for future transactions.
- Graduation Fee: \$75 for all programs, billed with the last billing period.
- Late Registration Fee: \$10;
- Massage Therapy Diploma student fees – see most recent catalog supplement
- Medical Assistant ASB degree student fees – see most recent catalog supplement.
- Parking Violation: \$10;
- Replacement I.D. Cards: \$10;
- Transcript Fee: \$5 (For graduates, this fee is included in the graduation fee);

# FINANCIAL AID

Lansdale School of Business administers a variety of assistance programs to help students finance their education. Financial aid is offered through a package which consists of some combination of grants and loans. Federal assistance programs are administered through the U.S. Department of Education and Pennsylvania state programs are administered through Pennsylvania Higher Education Assistance Agency (PHEAA).

Our philosophy is to:

- assist all eligible students who elect to participate in any Financial Aid program
- assist in maintaining their eligibility for Federal and State aid
- help our students manage their potential educational indebtedness
- provide exceptional customer service

## Application Procedures

To initiate the financial aid process at LSB, a student must first complete the LSB Preliminary Financial Assistance Application and apply for a Federal Student Assistance issued PIN (Personal Identification Number) from the U.S. Department of Education. You can apply for this PIN at [www.studentloans.gov](http://www.studentloans.gov).

Once you receive confirmation of the four digit number you can complete the following processes online:

1. The Free Application for Federal Student Aid (FAFSA)
2. Entrance Counseling
3. The Master Promissory Note

If you are unable to complete these processes online, computers and printers are available on campus for your convenience. If you need to complete a paper FAFSA, copies are available from the Student Finance Office.

The following signed documents are also required:

A Statement of Educational Purpose

A Statement of Selective Service Registration Status

A Statement on Overpayments and Defaults

Acknowledgement of the LSB Withdraw and Return to Title IV statement

A student may also be required to complete a verification worksheet and submit a signed copy of their current year tax return transcript. Depending on your financial aid dependency status, you may need to submit a copy of your parent's tax return transcript..

Things to know:

- The Lansdale School of Business **School Code (OPEID)** is: **007779**
- You must be enrolled at least half time to borrow under the Direct Loan program
- All male students over the age of 18 must be registered with Selective Service
- You must complete a new FAFSA every year that you are enrolled
- To be eligible for student assistance you cannot be in default on any prior loans
- Loans are legal obligations and must be repaid regardless of your educational outcome
- Loans are borrowed monies that must be repaid just like car loans and home mortgages
- Your financial aid is a private matter and should not be discussed with classmates
- Parents who wish to borrow under the Direct Loan PLUS program must contact a Financial Aid Officer and submit a signed, dated PLUS loan request form.

## **Financial Aid Programs**

Any U.S. citizen, national, eligible noncitizen or person in the United States for other than temporary reasons who is enrolled or accepted for enrollment on at least a half-time basis may apply for these programs. Lansdale School of Business does not guarantee access to these programs.

Programs of financial aid described herein are subject to change due to Federal, State, and local regulations or funding fluctuations. LSB, through the Department of Education and the State of Pennsylvania, participates in the following financial aid programs: Pell Grant, Direct Stafford Undergraduate Loan Programs and PHEAA state grants.

### **Federal PELL Grant**

Pell Grants are federally funded awards, which, unlike loans, do not have to be repaid. The amount of the award depends upon the determination of the student's eligibility or EFC (expected family contribution), enrollment status, the cost of attendance, and the payment schedule issued annually by the U.S. Department of Education. The application for the Federal PELL grant is the FAFSA (Free Application for Federal Student Aid). Each student requesting consideration for aid is required to complete this form once during an academic year.

### **Federal Direct Stafford Loan (DL) Programs - Subsidized, Unsubsidized and PLUS**

#### **Subsidized Stafford Loans (DL Sub)**

The Subsidized Direct Stafford Loan is based on financial need in accordance with federal methodology. These low-interest loans are borrowed directly from the U. S. Department of Education. Interest on this type of loan is paid by (subsidized) the Federal Government while the student is enrolled and during the initial six month grace period. Payment begins six months after a student leaves school.

#### **Unsubsidized Stafford Loans (DL Unsub)**

The Unsubsidized Federal Stafford loan is available to both dependent and independent students with a different eligibility criteria set for each. Eligibility for this loan type is also determined by the students expected family contribution (EFC) as established by the Federal government. The interest rate is set by congress each year. The interest on an unsubsidized loan is accrued and capitalized throughout the life of the loan. Students may elect to pay the accruing interest prior to the repayment period to reduce the total amount of indebtedness. There is a six month grace period before payment begins.

Students whose parents are denied a PLUS Loan may be eligible to borrow additional unsubsidized Federal Direct Stafford Loan funds. To be considered for these additional unsubsidized funds, the parent should submit a PLUS Loan Request Form and copy of the parent's PLUS Loan denial letter.

#### **Federal Parent's Loan for Undergraduate Students (DL PLUS)**

The Parent's Loan for Undergraduate Students (PLUS) is for parent borrowers. This type of loan requires the parent to apply online using their individual PIN. The Federal DL PLUS is credit based with the credit worthiness decision made by the Federal Government. A parent can borrow up to the cost of attendance less any anticipated aid.

#### **Loan Exit Counseling**

If you have received Federal Stafford Loans while attending Lansdale School of Business either through a lending institution, bank or the Federal government you are required to complete Exit Counseling. This process must be completed on line: at [www.studentloans.gov](http://www.studentloans.gov)



## **Pennsylvania Higher Education Assistance Agency PHEAA State Grant**

The Pennsylvania Higher Education Assistance Agency (PHEAA) provides aid to eligible state residents. PHEAA grant applicants must first apply for aid in the Federal Pell Grant program. The Free Application for Federal Student Aid application form is available from the Student Finance Department to ease the filing process for both programs. The amount of the PHEAA grant is determined on the basis of the financial need of the applicant, funds available, and the number of eligible applicants. Summer applicants must complete a separate online application for consideration each year. Students can access the application at: [www.PHEAA.org](http://www.PHEAA.org). Students are encouraged to apply early to meet all state and federal deadlines.

## **Veterans' Benefits**

Lansdale School of Business has been approved by the state of Pennsylvania for training through certain academic programs under the U.S. Department of Veterans' Affairs GI Bill provision.

## **Office of Vocational Rehabilitation**

The state Office of Rehabilitation provides financial assistance for qualified students. Eligibility requirements must be discussed with a local service office. The office which generally services LSB is located at: Norristown OVR, 1875 New Hope Street, Norristown, PA 19401-3146

## **Return of Title IV Funds Policy**

Federal PELL Grants, Federal Direct Stafford Subsidized and Unsubsidized Loans, Federal Direct PLUS Loans and Academic Competitiveness Grants are classified as Title IV funds. If a student leaves school for any reason, other than graduation, a "Return of Title IV Funds" calculation must be performed.

## **How a Withdrawal Affects Financial Aid**

Title IV (TIV) (federal) financial aid funds are awarded under the assumption that a student will remain in classroom attendance for the entire period (semester) for which the funds were awarded.

When a student withdraws from all courses, regardless of the reason, s/he may no longer be eligible for the full amount of TIV funds originally awarded. The return of funds to the federal government is based on the premise that a student earns financial aid in proportion to the length of time during which s/he remains enrolled. A pro-rated schedule determines the amount of federal student aid funds s/he will have earned at the time of full withdrawal. Once the 60% point in the semester is reached, a student is considered to have earned all of the financial aid originally awarded and will not be required to return any funds.

Federal regulations require a recalculation of financial aid eligibility if a student completely withdraws or stops attending before the 20 week semester ends.

LSB students who receive federal financial aid and who do not remain in attendance through the end of the semester could be responsible for repaying a portion of the financial aid originally received.

Students who do not begin attendance in classes are not eligible for federal financial aid and must repay all aid originally received.

NOTE: LSB'S institutional tuition refund policy is separate from federal regulations to return unearned aid. Receiving a tuition/fee refund from LSB will have no impact on the amount the student must repay to the federal aid programs.

## **How Earned Financial Aid is Calculated**

LSB is required to determine the percentage of TIV aid "earned" by the student and return the "unearned" portion to the appropriate federal aid programs. LSB is required to perform this calculation within 30 days of the date the school determines that a student has completely withdrawn. The school must return the funds within 45 days of the calculation. The R2T4 calculation is completed by the Financial Aid Office.

### **For Students Enrolled in Modules**

A student is considered withdrawn if the student does not complete all of the days in the payment period that the student was scheduled to complete. LSB tracks enrollment in each module that doesn't span the entire 20-week semester and combines them to form a semester. If a student withdraws from a course in a later module while still attending a current module, the student is not considered as withdrawn based on not attending the later module. However, a recalculation of aid based on the change in enrollment status may be required.

If a student provides written notice (TIA Form) to LSB at the time of withdrawal from a current module that s/he plans to attend a later module in the same payment period, s/he is not considered a withdrawal. If the student does not provide that written confirmation, the R2T4 recalculation of aid will be done. However, if the student does return in a later module in the same payment period, regardless of whether prior written confirmation was received, the R2T4 process will be reversed and the student will be awarded the funds that s/he is eligible to receive at the time of return.

### **Withdrawal from a Clock Hour Program**

The program administrator provides the student's last date of attendance, the number of clock hours completed as of the last date of attendance, and the number of clock hours expected to have been completed as of the last date of attendance. These data elements are used by the Financial Aid Office in completing the R2T4.

### **Order of Return to Federal Aid Programs**

In accordance with federal regulations, unearned aid will be returned to the federal programs in the following order:

- Federal Direct Loans: Unsubsidized, then Subsidized
- Federal Direct Parent Loans
- Federal Pell Grant

Please Note: Students should also be aware of the financial ramifications caused by withdrawing from a class, or withdrawing from school. Therefore, the student should contact the business office to inquire about the financial status of their account based on their intended actions.

### **Scheduling**

Credit hour students are normally scheduled for the same number of credits each session. A student who desires more or less credits in the next session needs to inform the Academic Dean. A student who is receiving financial aid would also need the approval of his or her financial aid counselor.

### **Miscellaneous Information**

Lansdale School of Business defines our Academic Year as 40 weeks and the completion of 24 credits for all semester based programs. Once 30 credits have been earned for these programs, eligibility for an increase in the loan amount for the second year's subsidized loan will be reviewed.

Our Massage Therapy diploma program is a clock hour program and is funded at 600 clock hours. Eligibility for additional funds is reviewed for disbursement after 300 hours

Further information on policy and procedures regarding financial aid programs can be found in the Federal Student Aid Handbook published by the U. S. Department of Education.

# STUDENT SERVICES

## **Student Services**

The Student Services department offers various services to students of Lansdale School of Business. Students officially meet the Student Services Coordinator at the new student orientation session. During this session, the Student Services Coordinator reviews an orientation packet designed to inform students of items they need to be aware of in the first week of classes. In addition, recommendations on how to be a successful student are reviewed. At this time, it is stressed that if at any time a student has a question or concern, he or she should feel comfortable in coming to the Student Services department for assistance.

While students are attending Lansdale School of Business, they may benefit from many services provided by Student Services. Such services include but are not limited to academic advising on programs of study or specific classes; assistance in navigating interpersonal issues with faculty or classmates; support with personal issues, particularly those which may hinder success in school; referral to community resources; assistance with class schedules, schedule changes and changes of status; arrangements for and proctoring of *Credit by Exam* testing; interim report meetings to strategize ways to improve grades in particular classes and assistance with CART tutoring or personal tutors. The Student Services Office is a liaison between the students, faculty and staff and serves as a resource and support center for various student concerns.

In addition to the services listed above, the Student Services department attempts to establish a level of community within the student body by planning and providing activities for student involvement and interaction. Such activities may include but are not limited to holiday parties and events; hosting community speakers and businesses such as local banks on campus for students to take advantage of; sponsoring collections of food, school supplies and other necessary items which will benefit community resource centers locally and throughout our country; and holding contests for the student body.

## **Career Services**

### **(Career Advising and Employment Placement Assistance)**

The Career Services department assists students and graduates of Lansdale School of Business to identify and achieve meaningful career objectives that combine their specialized education and experiences. The department provides high-quality advising and opportunities, resources and programs for ongoing career development that include: exposure to a broad range of career fields; assessing career interests, skills and values; gaining experience to clarify and achieve career goals; developing and practicing presentation skills that integrate information about themselves, their academic skills, extra-curricular activities, and work experience; and learning and implementing effective job search strategies for internships, employment, and postgraduate education.

The Career Services Department assists students desiring part-time employment through weekly job listings. Full-time and part-time employment placement assistance is offered to all Lansdale School of Business graduates. Graduates benefit from services that include defining career goals; resume creation/critique support, mock interviewing, professional behavior modification and/or enrolling in our full- or part-time job-lead generation program.

LSB's strong corporate relationships and excellent reputation among local employers ensures a flow of prospective positions in a variety of professional sectors. The department takes great care to match candidates based on talents and interests. While the securing of positions cannot be guaranteed, the vast majority of graduates committed to their career process find employment success.

**LANSDALE SCHOOL OF BUSINESS MAKES NO GUARANTEE  
THAT GRADUATES WILL BE EMPLOYED**

# STUDENT RIGHTS AND RESPONSIBILITIES

## Student Rights

LSB affirms all students' constitutional rights

### Rights

1. Freedom of expression in the classroom.
2. Protection against improper academic evaluation.
3. Freedom of personal association.
4. Freedom to exercise all those rights associated with citizenship.
5. Confidentiality of student records as outlined by the FERPA (see general information section of the catalog).
6. Guarantee of due process in all disciplinary hearings and proceedings.

## Student Responsibilities

### Cell Phones

The use of cell phones and other electronic devices in classroom is prohibited, unless your instructor grants permission for emergency reasons.

### Change of Name, Address, Telephone Numbers, and E-mail address

Students are requested to record changes in name, address, or phone numbers or e-mail addresses as soon as possible at the business office. Official correspondence or other communication is based upon current data on file in the business office.

### Children/Visitors

All visitors to the school must sign in the visitors log in the main lobby. If a visitor is not signed in they will be asked to leave the school property. Anyone who for any reason brings a child under age 16 to the school must supervise the child at all times. Children may accompany their parent(s) to and from conducting business in the administrative area; however, the children may not stay in the building for an extended period. Children are not permitted to attend classes.

### Class Policies

Students need to become familiar with each instructor's class policies. These policies have the instructor's contact information, required projects for the class and other information relevant to the class. The format is the same for each class, but the content changes from class to class.

### Dress Code

Lansdale School of Business has maintained a high standard of professionalism since 1918. The wearing of inappropriate attire is discouraged. Students wearing clothing that reflects discredit to the standards of the school may be asked to leave the campus.

### Lost and Found

Any found textbooks and personal property should be turned in to the business office and can be claimed there. The school is not responsible for lost or stolen property. It is advisable to mark personal items with your name.

### Mail

LSB is not responsible for student mail. Students should not give the school's address as their mailing address.

## **Parking**

Student parking is provided at the North Wales campus in the large parking lots on the side of and behind the building. There are marked parking spots for handicapped (in the front and back parking lots) and for visitors (front parking lot). Faculty and staff parking spots are marked "reserved". At the Phoenixville campus the parking is located in the North parking lot of Franklin Commons. At the Warminster campus the parking is located directly in front of the campus, with additional parking on the side of the building. There are marked spots for handicapped in these parking lots.

## **Smoking on Campus**

Everyone is asked to observe the no-smoking policy. Lansdale School of Business is committed to providing a smoke-free environment for everyone at each LSB campus. All school facilities are designated as non-smoking. This policy will be enforced according to established school policies and procedures. Smoking, though not encouraged, is permitted in designated smoking areas.

## **Telephone/Messages**

Students are not to use the administrative telephones which are for official business only. Classes will not be interrupted to deliver messages unless they are of an urgent nature at which time there will be every effort made to locate the student.

## **Student Code of Conduct**

Students at LSB are subject to all laws governing public behavior and civil authority. Any student who exhibits conduct not in keeping with the established standards of the school is subject to penalty with possible sanctions including disciplinary probation, restitution, temporary suspension, or expulsion.

## **Violations of the Code of Conduct**

Any student who believes that his/her rights have been violated should submit this assertion in writing with supporting documentation to the Student Services Office. Violations of the Code of Conduct include:

1. Deliberate destruction of, damage to, misuse of, or abuse of college property.
2. Theft of college property or the property of private individuals associated with the college.
3. Physical or psychological abuse against another student, faculty, or staff member on campus or during LSB sponsored events. This would include physical, sexual, or verbal harassment.
4. Unauthorized use, possession, or sale of firearms or other dangerous weapons on campus.
5. The use of alcohol on or off campus, arriving on campus impaired, causing disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other LSB activities.
6. The illegal use of drugs on or off campus, arriving on campus impaired, causing disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other LSB activities.
7. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other LSB activities.
8. All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of LSB documents.
9. Failure to comply with a LSB employee acting within the scope of his/her employment responsibilities.

10. Violation of any regulation not contained in official LSB publications, but announced as administrative edict by a LSB official or other person authorized by the president of the college.
11. The Academic Resource Center (ARC) computers connected to the Internet are for academic purposes only. Use for personal business and visits to inappropriate web sites are prohibited.
12. Use of any electronic gaming or communication devices in the classrooms is prohibited. Lansdale School of Business reserves the right to suspend or dismiss any student for one of the violations of the Code of Conduct. If suspended, the student will be given written notification of the duration of the suspension. Should the school have evidence of further misconduct, the right to dismiss the student is reserved. Dismissal is a terminal action. A student who has been dismissed is not permitted to reenter the school.

### **Procedures**

Any member of the LSB community may charge any other member of the LSB community with a code violation. Charges must be in writing and directed to the appropriate school official. Upon the filing of a charge alleging a violation of the code, the individual being charged will have the opportunity to defend himself or herself.

### **Enforcement**

The ultimate responsibility for enforcement of the code of conduct rests with the School President or the President's delegated officials. Chief enforcement of academic violations rests with the Academic Dean. Day-to-day enforcement responsibility rests with all members of the school community including students, faculty, administrators, and staff members.

### **Cheating and Plagiarism**

It is generally assumed that all academic work done on campus is done without unauthorized aids by the person who claims to do the work. Academic cheating and plagiarism are serious offenses and are a violation of the student Code of Conduct.

### **Penalties for Cheating and Plagiarism**

- Step 1. When detected, the student will receive no credit for the work in question; that is, an automatic zero (0) for the quiz, essay, exam, etc. The Academic Dean will be informed of the occurrence.
- Step 2. If a second offense occurs, the student will automatically fail the course and face possible suspension from the school. No record of the offense shall be kept beyond the student's enrollment at the school, and no information about the offense shall be passed on to other schools or employers. Appeals of any instructor's actions must be done in writing and submitted to the Academic Dean within three school days. All decisions of the Academic Dean are final.

# PROGRAMS OF STUDY

The programs at Lansdale School of Business are organized into four divisions as follows:

## ALLIED HEALTH BUSINESS ADMINISTRATION COMPUTER TECHNOLOGIES MASSAGE THERAPY

Each division consists of several programs of study. These programs are organized into either Specialized Associate ASB degree programs or Diploma programs.

### **ASB Degree Programs**

To achieve the curriculum goals and objectives, the ASB degree programs have been divided into four separate components. The centerpiece of the academic program is the core curriculum. This consists of 20 credits of courses which the institution has determined is critical to successful employment in the fields of study offered and is required of all ASB degree graduates.

An additional 16 credits of general education courses is required in order to provide a well-rounded curriculum for all graduates. Eight of these credits are specific in requirement with the remaining eight being comprised of any remaining general education courses, one of which must be a psychology course. All general education courses are identified with an asterisk in the course description section of the catalog.

An additional four credits are maintained as division requirements. These courses are the same for all ASB degree programs within the division.

The remaining 30 credits are allocated to specific requirements of the program. These courses are designed to provide skills and knowledge directed to success in the program of study.

### **Diploma Programs**

Diploma programs are 30, 40 or 42 credits and consist mostly of concentration courses.

### **Applicable to All Credit-Hour Programs**

All credit-hour programs contain a component listed as related course requirement. A related course requirement is a required course that is related to the student's career objective. This course can be satisfied by any credit hour course listed in the LSB catalog. The Academic Dean guides the student in making a choice that will best satisfy the student's personal or career goals. The final decision rests with the Academic Dean.

### **Satellite Campus Students**

All students attending Lansdale School of Business will graduate from the Main Campus. Students who request to attend one of the satellite campuses will be scheduled for classes at both the main campus and their satellite campus depending on the particular courses offered each term. For those students enrolled in an ASB degree Program, most of the Core and General Education courses will be offered at the satellite campuses while the Division and Concentration courses will be scheduled at the Main Campus, unless otherwise noted by the Academic Dean. In addition, all satellite campus students must take ENG105, *Skills for Academic Success*, at the main campus.

# ALLIED HEALTH DIVISION

The programs in the Allied Health Division are organized as follows:

## **ASSOCIATE IN SPECIALIZED BUSINESS PROGRAM MEDICAL ASSISTANT CONCENTRATION**

The **Allied Health - Medical Assistant** ASB degree requires 70 credits for successful completion. The completion time is dependent upon the number of credits a student successfully completes each semester. Students in this program must have a grade of C (2.0) or higher in each medical class in order to qualify for the externship and to graduate.

A related program is the Business Administration Office Operations Office ASB degree with a specialization in Medical Office. This program is described under the Associate in Specialized Business degree section. Students in this program are required to have professional background checks are required prior to employment in any medical facility. Refer to the link below on required professional clearances.

### **Additional Requirements for Medical Assistant ASB degree Students**

Students in the Medical Assistant program perform a variety of clinical skills including injections and phlebotomy. Prior to taking any clinical courses, students are required to have the appropriate insurance coverage, Hepatitis series immunizations and required equipment. While on externship students will have direct patient contact. Therefore, students entering the Medical Assistant program are required to pass a physical exam stating that they are in good health and have their immunizations and boosters current. This information must be submitted to Allied Health Coordinator or designated instructor prior to the start of any clinical classes.

Students are also required to purchase a student professional liability insurance plan before entering any clinical course. Applications for insurance are available at [www.proliability.com](http://www.proliability.com).

## **DIPLOMA PROGRAMS**

### **Medical Administrative Specialist**

This diploma program requires 30 credits for successful completion.

### **Billing and Coding Specialist**

This diploma program requires 42 credits for successful completion.



**Associate in Specialized Business ASB degree  
ALLIED HEALTH  
Medical Assistant Concentration**

<b>Core Requirements</b>			<b>Credits</b>
ACC	101	Introduction to Accounting	4
BUS	120	Office Procedures	2
CIS	101	Introduction to Computers	2
CIS	130	Beginning Keyboarding	2
CIS	140	Introduction to Word Processing	2
ENG	103	Written Communications	2
ENG	105	Skills for Academic Success	2
<i>(Phoenixville and Warminster Students – ENG105 must be taken at Main Campus )</i>			
MAT	101	Business Mathematics	2
MAT	102	Personal Finance	2
<b>General Education Requirements</b>			
ENG	101	English Fundamentals	4
ENG	104	Speech Communications	2
MAT	103	Principles of Mathematics	2
Related General Education Requirements			8
<b>Division Requirements</b>			
MED	110	Medical Terminology	4
<b>Concentration Requirements</b>			
MED	103	Fundamentals of Health Care	2
MED	121	Anatomy & Physiology I	4
MED	122	Anatomy & Physiology II	4
MED	130	Beginning Clinical Procedures	2
MED	205	Pharmacology	4
MED	206	Medical Insurance and Billing	2
MED	208	Computerized Medical Office	2
MED	220	Laboratory Procedures	4
MED	230	Advanced Clinical Procedures	2
MED	290	Medical Assistant Externship	2
Related course Requirements			2
<b>Total Credits</b>			<b>70</b>

This Medical Assistant program prepares the graduate to become an important member of the allied health team. Students become skilled in many aspects of medical assisting including essential elements of medical office administration combined with clinical and laboratory skills. Graduates of the Medical Assistant ASB degree program are prepared for front-end and clinical responsibilities within healthcare settings such as physician offices, outpatient clinics, laboratories, and other health care facilities.

In addition, an externship is required for every student graduating from the Medical Assistant program. Students must maintain a cumulative 2.00 grade point average in all subjects and earn a C (2.0) or better in all medical courses to qualify for the externship. For other requirements for externship, please see "Additional Requirements for Medical Assistants."

Medical Assistant students take classes in anatomy & physiology, medical terminology and pharmacology. They learn laboratory and clinical skills which include phlebotomy, urinalysis, vital signs, sterilization techniques, dressing changes, EKG, and medication administration.

## Diploma

### Medical Administrative Specialist

			Credits
ACC	101	Introduction to Accounting	4
CIS	101	Introduction to Computers	2
CIS	130	Beginning Keyboarding	2
CIS	140	Introduction to Word Processing	2
ENG	101	English Fundamentals	4
MED	103	Fundamentals of Health Care	2
MED	110	Medical Terminology	4
MED	206	Medical Insurance and Billing	2
MED	208	Computerized Medical Office	2
MED	250	Introduction to Medical Coding	2
PSY	101	Introduction to Psychology	2
*Related Course Requirements			2
Total Credits			30

\* *Phoenixville and Warminster Students – ENG105 must be taken at the Main Campus as a related course requirement.*

The Medical Administrative Specialist diploma program builds a firm foundation of office procedures in a medical setting. An understanding of insurance and coding practices is included to create an all-around skill level and competency. Courses in medical terminology, medical insurance and billing, as well as medical coding provide the knowledge needed for employment. Graduates of this program are prepared for entry-level positions such as a Medical Receptionist, Medical Records Scanner, Medical Data-Entry Clerk, Ophthalmic Technician, Admissions Coordinator, or Insurance Call-Center Representative in a physician's office or other healthcare environments.

## Diploma

### Billing and Coding Specialist

			Credits
CIS	130	Beginning Keyboarding	2
CIS	140	Introduction to Word Processing	2
ENG	101	English Fundamentals	4
MED	103	Fundamentals of Health Care	2
MED	110	Medical Terminology	4
MED	121	Anatomy & Physiology I	4
MED	122	Anatomy & Physiology II	4
MED	130	Beginning Clinical Procedures	2
MED	205	Pharmacology	4
MED	206	Medical Insurance and Billing	2
MED	208	Computerized Medical Office	2
MED	250	Introduction to Medical Coding	2
MED	251	Intermediate Medical Coding	2
PSY	101	Introduction to Psychology	2
*Related course Requirements			4
Total Credits			42

*\* Phoenixville and Warminster Students – ENG105 must be taken at the Main Campus as a related course requirement.*

The Billing and Coding Specialist diploma program is designed to provide students with the medical & clerical skills needed to be successful in a physician's office or hospital. The Billing and Coding Specialist builds a firm foundation of office procedures in the medical setting. An understanding of insurance and coding practices is included to create an all-around skill level and competency. Courses in medical terminology and anatomy classes add to the knowledge needed for employment. Graduates of this program are prepared for entry-level positions such as a medical receptionist, medical records scanner, medical data-entry clerk, ophthalmic technician, admissions coordinator, or insurance call-center representative in a physician's office, or other healthcare environment

# **BUSINESS ADMINISTRATION DIVISION**

The programs in the Business Administration Division are organized as follows:

## **ASSOCIATE IN SPECIALIZED BUSINESS ASB DEGREE PROGRAMS**

The **Business Administration Division** associate ASB degree program are divided into core requirements, general education requirements, division requirements, and courses in the student's area of concentration. These programs require 70 credits for successful completion. The completion time is dependent upon the number of credits a student successfully completes each semester.

### **Business Administration - Accounting/Management**

### **Business Administration - Marketing/Management**

### **Business Administration - Office Operations Management**

*The Office Operations Management program features three office specializations*

**Accounting Office**  
**Medical Office**  
**Word Processing Office**

### **Business Administration – Paralegal**

## **DIPLOMA PROGRAMS**

### **Accounting Specialist Diploma**

This diploma requires 30 credits for successful completion. The completion time is dependent upon the availability of courses and the number of credits a student successfully completes each semester.

### **Administrative Office Specialist Diploma**

This diploma requires 40 credits for successful completion. The completion time is dependent upon the availability of courses and the number of credits a student successfully completes each semester.

**Associate in Specialized Business ASB degree  
BUSINESS ADMINISTRATION  
Accounting/Management Concentration**

<b>Core Requirements</b>			<b>Credits</b>
ACC	101	Introduction to Accounting	4
BUS	120	Office Procedures	2
CIS	101	Introduction to Computers	2
CIS	130	Beginning Keyboarding	2
CIS	140	Introduction to Word Processing	2
ENG	103	Written Communications	2
ENG	105	Skills for Academic Success	2
<i>(Phoenixville and Warminster Students – ENG105 must be taken at Main Campus)</i>			
MAT	101	Business Mathematics	2
MAT	102	Personal Finance	2
<b>General Education Requirements</b>			
ENG	101	English Fundamentals	4
ENG	104	Speech Communications	2
MAT	103	Principles of Mathematics	2
Related General Education Requirements			8
<b>Division Requirements</b>			
BUS	111	Business Law	2
BUS	210	Organizational Management	2
<b>Concentration Requirements</b>			
ACC	200	Computerized Accounting	2
ACC	201	Payroll Accounting	4
ACC	202	Intermediate Accounting	4
ACC	207	Federal Income Taxes	4
ACC	222	Advanced Computerized Accounting	2
BUS	103	Marketing Principles	2
BUS	220	Human Resource Management	2
CIS	150	Electronic Spreadsheets	2
CIS	244	Applied Word Processing	2
CIS	250	Advanced Electronic Spreadsheets	2
Related Course Requirements			4
Total Credits			70

Accountants play key roles in the successful operation and management of businesses and organizations. The basic knowledge of accounting theory and practice, including computerized applications, will qualify graduates for accounting careers. A hands-on practical approach is utilized to teach accounts payable, accounts receivable, payroll, and taxes. LSB's Accounting/Management ASB degree program is designed to enable students to compile, analyze, and audit business records, prepare financial reports, develop budgets and projections, and provide financial advice and direction to management.

The program provides students with a diverse background in professional accounting and fundamental business knowledge and skills to function comfortably in a business environment. Graduates of this program are prepared for entry-level positions such as Junior Accountants, Auditors, Tax Processors, Payroll Managers and Inventory Control Coordinators.

**Associate in Specialized Business ASB degree  
BUSINESS ADMINISTRATION  
Marketing/Management Concentration**

<b>Core Requirements</b>			<b>Credits</b>
ACC	101	Introduction to Accounting	4
BUS	120	Office Procedures	2
CIS	101	Introduction to Computers	2
CIS	130	Beginning Keyboarding	2
CIS	140	Introduction to Word Processing	2
ENG	103	Written Communications	2
ENG	105	Skills for Academic Success	2
<i>(Phoenixville and Warminster Students – ENG105 must be taken at Main Campus )</i>			
MAT	101	Business Mathematics	2
MAT	102	Personal Finance	2
<b>General Education Requirements</b>			
ENG	101	English Fundamentals	4
ENG	104	Speech Communications	2
MAT	103	Principles of Mathematics	2
Related General Education Requirements			8
<b>Division Requirements</b>			
BUS	111	Business Law	2
BUS	210	Organizational Management	2
<b>Concentration Requirements</b>			
BUS	103	Marketing Principles	2
BUS	105	Salesmanship	2
BUS	107	Advertising Principles	2
BUS	109	Design Principles	2
BUS	204	Applied Marketing Management	2
BUS	205	Social Media Marketing	2
BUS	207	Advertising Campaigns	2
CIS	150	Electronic Spreadsheets	2
CIS	170	Presentation Graphics	2
CIS	180	Digital Publishing	2
CIS	182	Computerized Drawing	2
CIS	285	Photo Editing & Design	2
Related Course Requirements			4
Total Credits			70

Marketing is an exciting, fast-paced and contemporary business discipline. Organizations engage in marketing and advertising activities on a daily basis and need trained individuals to support their goals. The Marketing/Management ASB degree program offers students opportunities to plan and prepare advertising and promotional materials used in campaigns. Critical communications and creative problem-solving skills will be developed to enable graduates to more clearly portray their company or clients' message. Graduates of this program are prepared for entry-level positions such as Account Executive, Assistant Marketing Manager, Human Resource Coordinator, Sales Associate, Sales Engineer and Customer Service Representative.

**Associate in Specialized Business ASB degree  
BUSINESS ADMINISTRATION  
Office Operations Management**

<b>Core Requirements</b>			<b>Credits</b>
ACC	101	Introduction to Accounting	4
BUS	120	Office Procedures	2
CIS	101	Introduction to Computers	2
CIS	130	Beginning Keyboarding	2
CIS	140	Introduction to Word Processing	2
ENG	103	Written Communications	2
ENG	105	Skills for Academic Success	2
<i>(Phoenixville and Warminster Students – ENG105 must be taken at Main Campus )</i>			
MAT	101	Business Mathematics	2
MAT	102	Personal Finance	2
 <b>General Education Requirements</b>			
ENG	101	English Fundamentals	4
ENG	104	Speech Communications	2
MAT	103	Principles of Mathematics	2
Related	General Education Requirements		8
 <b>Division Requirements</b>			
BUS	111	Business Law	2
BUS	210	Organizational Management	2
 <b>Office Specialization Requirements</b>			
		See next page for course requirements	18
 <b>Related Course Selections</b>			
		Selected in consultation with the Academic Dean	12
 <b>Total of Requirements</b>			 <b>70</b>

Administrative professionals are in high-demand in all industries. The Office Operations Management ASB degree program provides students with fundamental skills for managing daily operations within general corporate, accounting or medical environments. Coursework for the three specializations includes a core understanding of business math principles, personal finance, office procedures and word processing. Graduates of this program are prepared for entry-level positions in a variety of environments such as a Customer Service Manager, Human Resource Manager, Warehouse Manager, Office Supervisor, Medical Admissions Manager, Patient Service Advocate, Home Healthcare Administrator, Financial Office Manager, or Business Manager among others.

**BUSINESS ADMINISTRATION**  
**Office Operations Management**

Students are to choose one of the following office specializations

**Accounting Office Specialization**

ACC	200	Computerized Accounting	2	
ACC	201	Payroll Accounting	4	
ACC	202	Intermediate Accounting	4	
ACC	207	Federal Income Taxes	4	
CIS	150	Electronic Spreadsheets	2	
CIS	160	Database Management	2	
Total Specialization Credits				18

**Medical Office Specialization**

CIS	150	Electronic Spreadsheets	2	
MED	103	Fundamentals of Health Care	2	
MED	110	Medical Terminology	4	
MED	206	Medical Insurance and Billing	2	
MED	208	Computerized Medical Office	2	
MED	250	Introduction to Medical Coding	2	
MED	251	Intermediate Medical Coding	2	
MED	252	Advanced Medical Coding	2	
Total Specialization Credits				18

**Word Processing Office Specialization**

CIS	150	Electronic Spreadsheets	2	
CIS	160	Database Management	2	
CIS	170	Presentation Graphics	2	
CIS	180	Digital Publishing	2	
CIS	201	Systems Management	2	
CIS	244	Applied Word Processing	2	
CIS	250	Advanced Electronic Spreadsheets	2	
CIS	280	Advanced Digital Publishing	2	
CIS	285	Photo Editing & Design	2	
Total Specialization Credits				18



**Associate in Specialized Business ASB degree  
BUSINESS ADMINISTRATION  
Paralegal Concentration**

<b>Core Requirements</b>			<b>Credits</b>
ACC	101	Introduction to Accounting	4
BUS	120	Office Procedures	2
CIS	101	Introduction to Computers	2
CIS	130	Beginning Keyboarding	2
CIS	140	Introduction to Word Processing	2
ENG	103	Written Communications	2
ENG	105	Skills for Academic Success	2
<i>(Phoenixville and Warminster Students – ENG105 must be taken at Main Campus)</i>			
MAT	101	Business Mathematics	2
MAT	102	Personal Finance	2
 <b>General Education Requirements</b>			
ENG	101	English Fundamentals	4
ENG	104	Speech Communications	2
MAT	103	Principles of Mathematics	2
Related General Education Requirements			8
 <b>Division Requirements</b>			
BUS	111	Business Law	2
BUS	210	Organizational Management	2
 <b>Concentration Requirements</b>			
ACC	200	Computerized Accounting	2
BUS	103	Marketing Principles	2
CIS	244	Applied Word Processing	2
PLS	120	Legal Research	2
PLS	140	Legal Writing	2
PLS	160	Civil Procedure & Litigation	2
PLS	180	Bankruptcy Law	2
PLS	210	Wills, Estates, and Trusts	2
PLS	230	Domestic Relations/Family Law	2
PLS	250	Tort Law	2
PLS	260	Commercial and Employment Law	2
PLS	270	Real Estate Law	2
PLS	290	Criminal Law	2
Related Course Requirements			4
 Total Credits			 70

The Paralegal ASB degree program provides the critical thinking skills necessary to assist attorneys and administratively manage a legal office. A wide variety of career opportunities is available when you decide to enter one of today's fastest growing occupations. A Paralegal will research, analyze information, and prepare written reports. Paralegals may also interview witnesses, obtain affidavits, and administratively support the attorney during the trial. Computer research, course work in a variety of legal specialties, and practical legal skills are among the highlights of this program. Students enrolled in the Paralegal program during the day should be aware that they will be required to attend evening classes to complete the program.

Graduates of this program are prepared for entry-level positions such as a Paralegal, Court Clerk, Office Manager and Compliance Agent in private law firms, government agencies and municipalities, real estate and insurance firms, banks, and corporate law departments.

## Diploma Accounting Specialist

			Credits
ACC	101	Introduction to Accounting	4
ACC	200	Computerized Accounting	2
ACC	201	Payroll Accounting	4
ACC	202	Intermediate Accounting	4
CIS	101	Introduction to Computers	2
CIS	130	Beginning Keyboarding	2
MAT	101	Business Mathematics	2
MAT	103	Principles of Mathematics	2
ENG	101	English Fundamentals	4
PSY	101	Introduction to Psychology	2
*Related Course Requirements			2
Total Credits			30

*\* Phoenixville and Warminster Students – ENG105 must be taken at the Main Campus as a related course requirement.*

The Accounting Specialist diploma program opens the door to employment in an accounting office or in a general office setting with a strong accounting component. Accounting courses include introductory and intermediate levels, with Payroll Accounting and Computerized Accounting as an extra focus. Accounting Specialists also learn basic computer skills to build competency in a business environment. Graduates of this program are prepared for entry-level positions such as an Accounts Payable/Receivable Clerk, Accounting Assistant, Payroll Clerk, Bank Teller, or Collections Representative.

## Diploma Administrative Office Specialist

			<b>Credits</b>
ACC	101	Introduction to Accounting	4
BUS	120	Office Procedures	2
CIS	101	Introduction to Computers	2
CIS	130	Beginning Keyboarding	2
CIS	140	Introduction to Word Processing	2
CIS	150	Electronic Spreadsheets	2
CIS	160	Database Management	2
CIS	170	Presentation Graphics	2
CIS	244	Applied Word Processing	2
ENG	101	English Fundamentals	4
ENG	103	Written Communications	2
ENG	104	Speech Communications	2
MAT	101	Business Mathematics	2
MAT	103	Principles of Mathematics	2
PSY	101	Introduction to Psychology	2
*Related Course Requirements			6
Total Credits			40

*\* Phoenixville and Warminster Students – ENG105 must be taken at the Main Campus as a related course requirement.*

The Administrative Office Specialist diploma program is geared toward the individual looking for an all-around business education. Coursework in this program gives the student the basic knowledge necessary for entering the business world. It is also a solid program for those employed in an office environment needing skill refreshers or upgrades. Office skills such as keyboarding and office procedures are taught, along with introductory classes in Microsoft Word, Access (database management), Excel (electronic spreadsheets), and the basics of accounting and business communications.

Employers look to their employees for a complement of skills and multi-tasking capabilities. Whether in a one-person office or a support position in a larger corporate setting, graduates of this program are prepared for entry-level positions such as a Data-Entry Associate, Shipping Clerk, Call-Center Coordinator, and Administrative/Mail Room Clerk.

**Diploma  
Social Media and Digital Marketing Specialist**

			<b>Credits</b>
BUS	205	Social Media Marketing	2
CIS	101	Introduction to Computers	2
CIS	130	Beginning Keyboarding	2
CIS	140	Introduction to Word Processing	2
CIS	180	Digital Publishing	2
CIS	233	Search Engine Marketing	2
CIS	234	Search Engine Optimization	2
CIS	285	Photo Editing & Design	2
CIS	286	Advanced Photo Editing & Design	2
ENG	101	English Fundamentals	4
ENG	103	Written Communications	2
PSY	101	Introduction to Psychology	2
*Related Course Requirements			4
<b>Total Credits</b>			<b>30</b>

*\*Phoenixville and Warminster Students – ENG105 must be taken at the Main Campus as a related course requirement.*

Students will learn the concepts of social media and digital marketing. They will become proficient in search engine marketing and search engine optimization. They will learn the impact that social media plays in today's business environment and they will utilize the latest software for the application of digital publishing, color management, design theory and photo editing techniques. The skills learned will provide the student with a practical understanding of the technical skills needed and the process used in social media and digital marketing.

# **COMPUTER TECHNOLOGIES DIVISION**

The programs in the Computer Technologies Division are organized as follows:

## **ASSOCIATE IN SPECIALIZED BUSINESS ASB DEGREE PROGRAMS**

The following programs are divided into core requirements, general education requirements, division requirements, and courses in the student's area of concentration. These programs require 70 credits for successful completion. The completion time is dependent upon the number of credits a student successfully completes each semester.

**Computer Technologies - Computer Applications Management**

**Computer Technologies - Computer Graphics & Design**

**Computer Technologies - Network Administration**

**Computer Technologies - Web Security and Administration**

**Computer Technologies - Web Design**

## **DIPLOMA PROGRAMS**

The following diploma programs require 30 credits for successful completion. The completion time is dependent upon the availability of classes and the number of credits a student successfully completes each semester.

**Computer Applications Specialist**

**Computer Graphics Specialist**

**Technical Support Specialist**

**Web Design Specialist**

**Associate in Specialized Business ASB degree  
COMPUTER TECHNOLOGIES  
Computer Applications Management**

<b>Core Requirements</b>			<b>Credits</b>
ACC	101	Introduction to Accounting	4
BUS	111	Business Law I	2
BUS	120	Office Procedures	2
CIS	101	Introduction to Computers	2
CIS	130	Beginning Keyboarding	2
CIS	140	Introduction to Word Processing	2
ENG	103	Written Communications	2
ENG	105	Skills for Academic Success	2
<i>(Phoenixville and Warminster Students – ENG105 must be taken at Main Campus )</i>			
MAT	101	Business Mathematics	2
<b>General Education Requirements</b>			
ENG	101	English Fundamentals	4
ENG	104	Speech Communications	2
MAT	103	Principles of Mathematics	2
Related General Education Requirements			8
<b>Division Requirements</b>			
CIS	110	Introduction to Networking	2
CIS	201	Systems Management	2
<b>Concentration Requirements</b>			
ACC	200	Computerized Accounting	2
BUS	103	Marketing Principles	2
BUS	210	Organizational Management	2
CIS	150	Electronic Spreadsheets	2
CIS	160	Database Management	2
CIS	170	Presentation Graphics	2
CIS	180	Digital Publishing	2
CIS	207	Multimedia Applications	2
CIS	240	Intermediate Word Processing	2
CIS	242	Advanced Word Processing	2
CIS	250	Advanced Spreadsheets	2
CIS	260	Advanced Database Management	2
CIS	280	Advanced Digital Publishing	2
Related Course Requirements			4
<b>Total Credits</b>			<b>70</b>

The Computer Applications Management program will provide students with both classroom instruction and hands-on practical use of application software. Upon successful completion of this program, the graduate will be knowledgeable in the use of electronic spreadsheets, digital publishing, word processing, databases, and graphics. This curriculum provides the necessary skills to be competitive in the workplace.

This program offers a hands-on training approach, enabling students to graduate with a solid foundation in computer applications. As technology expands, computer application support within companies requires formal training. Students enrolled in this program during the day should be aware that they may be required to attend some evening classes. Graduates of this program are prepared for entry-level positions as Administrative Assistants, Office Managers/Administrators, and Executive Assistants.

**Associate in Specialized Business ASB degree  
COMPUTER TECHNOLOGIES  
Computer Graphics and Design**

<b>Core Requirements</b>			<b>Credits</b>
ACC	101	Introduction to Accounting	4
BUS	111	Business Law I	2
BUS	120	Office Procedures	2
CIS	101	Introduction to Computers	2
CIS	130	Beginning Keyboarding	2
CIS	140	Introduction to Word Processing	2
ENG	103	Written Communications	2
ENG	105	Skills for Academic Success	2
<i>(Phoenixville and Warminster Students – ENG105 must be taken at Main Campus)</i>			
MAT	101	Business Mathematics	2
 <b>General Education Requirements</b>			
ENG	101	English Fundamentals	4
ENG	104	Speech Communications	2
MAT	103	Principles of Mathematics	2
Related General Education Requirements			8
 <b>Division Requirements</b>			
CIS	110	Introduction to Networking	2
CIS	201	Systems Management	2
 <b>Concentration Requirements</b>			
BUS	103	Marketing Principles	2
BUS	107	Advertising Principles	2
BUS	109	Design Principles	2
CIS	170	Presentation Graphics	2
CIS	180	Digital Publishing	2
CIS	181	Typography	2
CIS	182	Computerized Drawing	2
CIS	207	Multimedia Applications	2
CIS	280	Advanced Digital Publishing	2
CIS	282	Advanced Computerized Drawing	2
CIS	283	Digital Video Editing	2
CIS	285	Photo Editing and Design	2
CIS	286	Advanced Photo Editing and Design	2
Related Course Requirements			4
 <b>Total Credits</b>			<b>70</b>

The Computer Graphics and Design ASB degree program allow students use their talents to create realistic and abstract works or images. The student will be prepared to create advertising brochures, newspaper advertisements, reports, and newsletters for both internal and external distribution for a variety of business sectors. As a computer graphics major, you will use your computer skills to layout and experiment with designs, formats, and color combinations before the final printing of the work. Students learn basic principles of computer graphic design, along with the most current computer hardware technology and software programs for application in a variety of creative businesses. Students enrolled in this program during the day should be aware that they will be required to attend evening classes for concentration requirements to complete the ASB degree. Graduates of this program are prepared for entry-level positions such as a Creative Assistant, Assistant Art Director, Packaging Designer, Layout Artist, and Production Assistant.

**Associate in Specialized Business ASB degree  
COMPUTER TECHNOLOGIES  
Network Administration**

<b>Core Requirements</b>			<b>Credits</b>
ACC	101	Introduction to Accounting	4
BUS	111	Business Law I	2
BUS	120	Office Procedures	2
CIS	101	Introduction to Computers	2
CIS	130	Beginning Keyboarding	2
CIS	140	Introduction to Word Processing	2
ENG	103	Written Communications	2
ENG	105	Skills for Academic Success	2
<i>(Phoenixville and Warminster Students – ENG105 must be taken at Main Campus)</i>			
MAT	101	Business Mathematics	2
<b>General Education Requirements</b>			
ENG	101	English Fundamentals	4
ENG	104	Speech Communications	2
MAT	103	Principles of Mathematics	2
Related General Education Requirements			8
<b>Division Requirements</b>			
CIS	110	Introduction to Networking	2
CIS	201	Systems Management	2
<b>Concentration Requirements</b>			
CIS	105	Assembling Computer Hardware	2
CIS	160	Database Management	2
CIS	210	Windows Professional	4
CIS	211	Windows Server	4
CIS	213	Windows Directory Services	4
CIS	214	Network Infrastructures	4
CIS	217	Administering Database Servers	4
CIS	220	Network Security	2
Related Course Requirements			4
<b>Total Credits</b>			<b>70</b>

Computers and computer-based technologies change so rapidly that virtually every workplace has a need for highly skilled employees to design and develop their complex computer systems.

Network Administrators use their knowledge and skills to solve complex computer challenges. They develop and implement new computer systems and apply new software to existing systems to maximize computer capabilities. The Network Administration ASB degree program studies business and scientific problems to provide the basic networking tools necessary to design new computer solutions. Students enrolled in this program during the day should be aware that they will be required to attend evening classes for concentration requirements to complete the ASB degree.

Graduates of this program are prepared for entry-level positions such as a Network Administrator/Facilitator, Systems Administrator, Network Specialist, and Information Technology Manager/Specialist.



**Associate in Specialized Business ASB degree  
COMPUTER TECHNOLOGIES  
Web Design**

<b>Core Requirements</b>			<b>Credits</b>
ACC	101	Introduction to Accounting	4
BUS	111	Business Law I	2
BUS	120	Office Procedures	2
CIS	101	Introduction to Computers	2
CIS	130	Beginning Keyboarding	2
CIS	140	Introduction to Word Processing	2
ENG	103	Written Communications	2
ENG	105	Skills for Academic Success	2
<i>(Phoenixville and Warminster Students – ENG105 must be taken at Main Campus)</i>			
MAT	101	Business Mathematics	2
 <b>General Education Requirements</b>			
ENG	101	English Fundamentals	4
ENG	104	Speech Communications	2
MAT	103	Principles of Mathematics	2
Related General Education Requirements			8
 <b>Division Requirements</b>			
CIS	110	Introduction to Networking	2
CIS	201	Systems Management	2
 <b>Concentration Requirements</b>			
BUS	107	Advertising Principles	2
CIS	121	Introduction to Web Development	2
CIS	122	Introduction to HTML	2
CIS	123	Web Animation	2
CIS	222	Advanced HTML	2
CIS	223	Advanced Web Animation	2
CIS	224	Web Page Design	2
CIS	227	Web Server	2
CIS	228	Dynamic Web Development	2
CIS	229	Advanced Dynamic Web Development	4
CIS	285	Photoediting and Design	2
CIS	286	Advanced Photoediting and Design	2
Related Course Requirements			4
 <b>Total Credits</b>			 <b>70</b>

Students in the Web Design ASB degree program will be trained to design, build, and maintain pages for publication on the Internet. Students will translate client concepts into concrete examples, publish pages to servers, and act as liaison between their respective organizations and clients. Students will also develop critical communications and creative problem solving skills that will strengthen professional relationships and ensure client goals are reached. Students enrolled in this program during the day should be aware that they will be required to attend evening classes for concentration requirements to complete the ASB degree.

Graduates of this program are prepared for entry-level positions such as a Web (Graphic) Designer, Webmaster, Interactive Designer, Interface Developer and SEO Specialist.

**Associate in Specialized Business ASB degree  
COMPUTER TECHNOLOGIES  
Web Security and Administration**

<b>Core Requirements</b>			<b>Credits</b>
ACC	101	Introduction to Accounting	4
BUS	111	Business Law I	2
BUS	120	Office Procedures	2
CIS	101	Introduction to Computers	2
CIS	130	Beginning Keyboarding	2
CIS	140	Introduction to Word Processing	2
ENG	103	Written Communications	2
ENG	105	Skills for Academic Success	2
<i>(Phoenixville and Warminster Students – ENG105 must be taken at Main Campus )</i>			
MAT	101	Business Mathematics	2
 <b>General Education Requirements</b>			
ENG	101	English Fundamentals	4
ENG	104	Speech Communications	2
MAT	103	Principles of Mathematics	2
Related General Education Requirements			8
 <b>Division Requirements</b>			
CIS	110	Introduction to Networking	2
CIS	201	Systems Management	2
 <b>Concentration Requirements</b>			
CIS	121	Introduction to Web Development	2
CIS	122	Introduction to HTML	2
CIS	160	Database Management	2
CIS	170	Presentation Graphics	2
CIS	210	Windows Professional	4
CIS	211	Windows Server	4
CIS	220	Network Security	2
CIS	222	Advanced HTML	2
CIS	224	Web Page Design	2
CIS	232	Web Security	2
CIS	285	Photo Editing and Design	2
Related Course Requirements			4
 <b>Total Credits</b>			 <b>70</b>

Career opportunities in the Internet field are in high demand for qualified employees. Possessing web administration skills such as web page design, website installation and maintenance, graphics design, and web security procedures will enhance graduates' opportunity to secure a position in the web administration arena. Students enrolled in this program during the day should be aware that they will be required to attend evening classes for concentration requirements to complete the ASB degree. Graduates of this program are prepared for entry-level positions such as a Web Administrator, Web Infrastructure Associate, and Web Developer.

**Diploma  
Computer Applications Specialist**

			<b>Credits</b>
CIS	101	Introduction to Computers	2
CIS	130	Beginning Keyboarding	2
CIS	140	Introduction to Word Processing	2
CIS	150	Electronic Spreadsheets	2
CIS	160	Database Management	2
CIS	170	Presentation Graphics	2
CIS	180	Digital Publishing	2
CIS	201	Systems Management	2
ENG	101	English Fundamentals	4
MAT	101	Business Mathematics	2
MAT	103	Principles of Mathematics	2
PSY	101	Introduction to Psychology	2
*Related Course Requirements			4
<b>Total Credits</b>			<b>30</b>

*\*Phoenixville and Warminster Students – ENG105 must be taken at the Main Campus as a related course requirement.*

The Computer Applications Specialist diploma program offers comprehensive skills for in a multitude of office or business settings. Basic skills in keyboarding, word processing, spreadsheets, database management, digital publishing and computer graphics help students to adapt to any office environment. An additional accounting component prepares the student for compatibility within a single-person office, or larger, work group environment.

Graduates of this program are prepared for entry-level positions such as an Administrative Assistant, Client Service Associate, Presentation Specialist, and Operations Assistant.

**Diploma  
Computer Graphics Specialist**

			<b>Credits</b>
BUS	107	Advertising	2
BUS	109	Design Principles	2
CIS	101	Introduction to Computers	2
CIS	130	Beginning Keyboarding	2
CIS	140	Introduction to Word Processing	2
CIS	170	Presentation Graphics	2
CIS	180	Digital Publishing	2
CIS	182	Computerized Drawing	2
CIS	285	Photo Editing and Design	2
ENG	101	English Fundamentals	4
ENG	103	Written Communications	2
PSY	101	Introduction to Psychology	2
*Related Course Requirements			4
Total Credits			30

*\*Phoenixville and Warminster Students – ENG105 must be taken at the Main Campus as a related course requirement.*

The Computer Graphics Specialist diploma program gains comprehensive knowledge of the basic computer graphics applications within a PC environment. Additional curriculum of English, Written Communications, Keyboarding, and Word Processing ensure communication skills are finely honed. Advertising agencies, publishing companies, and general businesses have needs for employees with basic graphics skills, and ability to create a well-designed and well-written product. Students enrolled in this program during the day should be aware that they may be required to attend evening classes for some concentration requirements to complete the diploma. Graduates of this program are prepared for entry-level positions such as Digital Illustrators, Logo Designers, Digital Scanning Technicians, and Digital Printing Prepress Operators.

**Diploma  
Technical Support Specialist**

		<b>Credits</b>
CIS 101	Introduction to Computers	2
CIS 105	Assembling Computer Hardware	2
CIS 110	Introduction to Networking	2
CIS 130	Beginning Keyboarding	2
CIS 201	Systems Management	2
CIS 206	Advanced Operating Systems	2
CIS 210	Windows Professional	4
CIS 211	Windows Server	4
CIS 220	Network Security	2
ENG 101	English Fundamentals	4
PSY 101	Introduction to Psychology	2
	*Related Course Requirements	2
	<b>Total Credits</b>	<b>30</b>

*\*Phoenixville and Warminster Students – ENG105 must be taken at the Main Campus as a related course requirement.*

As computer use expands, so does the need for qualified individuals to install and upgrade computer systems, and troubleshoot hardware and operating system problems. Students of the Technical Support Specialist diploma program will be trained to install, repair, and troubleshoot computer hardware components and systems. Students represent Information Technology (IT) departments and service user concerns and provide solutions for problematic issues. The program addresses the needed skills and understanding of computer hardware and operating systems, components, and interoperability. Students will develop critical problem-solving skills and techniques, and written and verbal communication skills to help meet users' support needs. Students enrolled in this program during the day should be aware that they will be required to attend evening classes for concentration requirements to complete the diploma. Graduates of this program will be prepared for entry-level positions as a Computer Tech Analyst, Customer Service Technician, Help Desk Analyst, Field Support Specialist, PC Technician and Technical Sales Associate.

## Diploma Web Design Specialist

		<b>Credits</b>
BUS 107	Advertising Principles	2
CIS 101	Introduction to Computers	2
CIS 121	Introduction to Web Development	2
CIS 122	Introduction to HTML	2
CIS 123	Web Animation	2
CIS 130	Beginning Keyboarding	2
CIS 170	Presentation Graphics	2
CIS 224	Web Page Design	2
CIS 227	Web Server	2
CIS 228	Dynamic Web Development	2
CIS 285	Photo Editing and Design	2
ENG 101	English Fundamentals	4
PSY 101	Introduction to Psychology	2
	*Related Course Requirements	2
<b>Total Credits</b>		<b>30</b>

*\*Phoenixville and Warminster Students – ENG105 must be taken at the Main Campus as a related course requirement.*

Employment opportunities for Web Design Specialists are growing rapidly as companies expand their presence on the Internet. By concentrating on design, students will be trained to plan and prepare pages for publication on the World Wide Web. Beginning with a foundation in graphic design, student skills will include familiarity with web editors and the ability to edit in HTML/XHTML, interactive design using both scripting and web animation and basic advertising principles. Students enrolled in this program during the day should be aware that they may be required to attend evening classes for concentration requirements to complete the diploma. Graduates of this program will be prepared for entry-level positions such as a Web Illustrators, Web Designers and Web Support roles.

# **MASSAGE THERAPY DIVISION**

The programs in the Massage Therapy Division are organized as follows:

## **Diploma Programs**

The **Massage Therapy Division - Massage Therapy** Diploma program is a combination of theory and technique, the student is introduced to beginning and intermediate concepts of Massage Therapy and their practical application. This program requires 600 clock hours for successful completion. Students can complete the program in approximately six months attending full time and approximately twelve months attending part time.

## **Additional Requirement for Massage Therapy Diploma students**

Students entering the Massage Therapy Program are required to have their physician sign a form provided by the school stating the student is in good health. This must be submitted to the Program Administrator before the start of school.

**Diploma**  
**Massage Therapy**

		<b>Hours</b>
MTH 101	Massage Therapy Theory & Technique	103
MTH 102	Supervised Lab	50
MTH 103	Introduction to Small Business Management for Massage	20
MTH 104	Introduction to Basic Aromatherapy	10
MTH 105	Introduction to Reflexology, Shiatsu, & Eastern Techniques	20
MTH 106	Introduction to Sports Massage, CPR/First Aid, & HIV Awareness	30
MTH 107	Corrective Muscle Therapy	94
MTH 108	Anatomy, Physiology, Kinesiology, & Pathology for Massage	188
MTH 109	Introduction to Massage for Special Populations	20
MTH 110	Introduction to Reiki & Healing Energy Techniques	15
or		
MTH 111	Introduction to Myofascial Release & Craniosacral Therapy	15
MTH 200	Clinical Rotations for Massage	50
	Total Hours	600

In Massage Therapy: Theory and Technique, the student is introduced to beginning and intermediate concepts of Massage Therapy and their practical application. Classes consist of theory lecture, demonstration, and paired practice. Occasionally, there may be a guest lecturer. During the supervised practicum section of the course, students will have a chance to both give and receive massages in order to master the techniques taught.

Graduates of this program will be prepared for entry-level Massage positions in healthcare/therapeutic, fitness, hotel service and spa environments.

Lansdale School of Business conforms to the standards set forth by the PA Massage Therapy Licensing Board in Massage Therapy Law (Act) (63 P.S. §§ 627.1-62750) and regulations 49 Pa. Code Chapter 20. (Students must meet the minimum of 600 clock hours of instruction).

**Licensure Examination Pass Rate: 2011- 2015**

Massage Board Licensing Exam (**MBLex**): 92%



# COURSE NUMBERING SYSTEM

Every course offered by LSB receives a three-digit letter and three-digit number designation. Courses are assigned the letter designation based on the following list:

<b>ACC</b>	Accounting Courses	<b>MAT</b>	Math Related Courses
<b>BUS</b>	Business Courses	<b>MED</b>	Allied Health Courses
<b>CIS</b>	Computer Courses	<b>MTH</b>	Massage Therapy Courses
<b>ECO</b>	Economics Courses	<b>PLS</b>	Paralegal Studies Courses
<b>ENG</b>	English Courses	<b>PSY</b>	Psychology Courses
<b>GEN</b>	General Education Courses		

Courses are assigned a number designation based on the academic level of the course. Courses in the 100-199 range are more introductory courses and courses in the 200-299 range are usually more advanced classes.

## COURSE DESCRIPTIONS

### **ACC 101 INTRODUCTION TO ACCOUNTING 4 Credits**

This course is a study of accounting principles and their applications. Instruction and practice will be based on the use of common accounting forms such as: general journal, general ledger, and financial statements. The accounting cycle will be completed utilizing the trial balance, worksheet, income statement, owner's equity statement, balance sheet, adjusting and closing entries will be studied. Special journals such as the cash receipts journal, cash payments journal, purchases journal, and sales journal will be introduced along with the use of subsidiary ledgers.

### **ACC 200 COMPUTERIZED ACCOUNTING 2 Credits**

The course emphasis will be on giving the student the opportunity to apply previously learned manual accounting concepts and procedures to the computer. Students will learn to maintain the account records of a small business using the popular software program, QuickBooks.  
*Prerequisite: ACC101*

### **ACC 201 PAYROLL ACCOUNTING 4 Credits**

This course emphasizes the methods of computing wages and salaries, federal v. state wage hour laws, required payroll data, Form W-4 and state withholding forms, journal entries for payroll, and the preparation of governmental reports. This course includes a continuing payroll problem which reinforces the material learned in each chapter. *Prerequisite: ACC101*

### **ACC 202 INTERMEDIATE ACCOUNTING 4 Credits**

This more detailed look at accounting includes a study of receivables, payables, inventory, property, plant equipment, partnerships, corporations, statement analysis; and statement of cash flows and comparative financial statements. *Prerequisite: ACC101*

### **ACC 203 COST ACCOUNTING 4 Credits**

This course gives the student a basic knowledge of cost concepts, cost behavior, and cost accounting techniques to manufacturing, merchandising, and service businesses. Students learn how to determine costs of products and services more accurately; use the knowledge of product and service costs to set selling prices, to bid on contracts, and to analyze the relative profitability of various products and services. *Prerequisite - ACC101*

### **ACC 207 FEDERAL INCOME TAXES 4 Credits**

This course studies the federal income tax laws as they relate to individuals. Major topics include gross income with emphasis on inclusions, exclusions, and deductions, itemized deductions, personal exemptions, filing status, tax credits, capital gains and losses, depreciation, and other applicable topics. *Prerequisite: ACC101*

- ACC 222            ADVANCED COMPUTERIZED ACCOUNTING            2 Credits**  
This course is a continuation of ACC200 - Computerized Accounting. The student will continue learning computerized accounting for a merchandising business. In addition to accounting concepts, students use a fictitious company and receive hands-on training in the use of QuickBooks within each chapter. *Prerequisite: ACC200*
- ACC 295            READINGS IN ACCOUNTING/MANAGEMENT            2 Credits**  
This course provides for students to explore aspects of Accounting/ Management which have not yet been covered in other courses or which have not been treated in detail. This course is designed to be an independent study project supervised by a faculty member in a student's last semester. Students are required to read and study articles covering Accounting/Management and prepare and submit summary reports covering these readings each week.
- BUS 103            MARKETING PRINCIPLES            2 Credits**  
A study of the principles, methods, and problems of marketing. A general survey is made of the marketing field, including ethics, global issues, and careers in marketing.
- BUS 105            SALESMANSHIP            2 Credits**  
An extensive study of all phases of successful selling, such as approach demonstrations, sales resistance, closing, suggestive selling, deal service selling, etc. Also a study of the practical psychology related to buying motives, etc.
- BUS 107            ADVERTISING PRINCIPLES            2 Credits**  
This course gives the student an introduction to the core principles of advertising. Topics include the various types of advertising, integrated marketing communications, ethics, consumer behavior, the work of advertising agencies, and media selection.
- BUS 109            DESIGN PRINCIPLES            2 Credits**  
This course is an introduction to the basic principles of two-dimensional design as it pertains primarily to advertising materials. Content of the course will include composition techniques and styles, balance, and proportion as well as design elements including color theory, line, shape, value and texture. Hands-on original projects will take up a substantial portion of the allotted class time. Portfolio Required.
- BUS 111            BUSINESS LAW            2 Credits**  
This course covers the types of law and the judicial system, contracts, personal property, business ethics, basic workplace law, an introduction to corporate law.
- BUS 120            OFFICE PROCEDURES            2 Credits**  
This course is designed to help students deal with the changing nature of work in the twenty-first century. Throughout, the text emphasizes technology, the global economy, increased diversity of the workforce (with oral and written communication skills, teamwork skills, critical thinking skills, and adaptability skills being crucial for success), the changing nature of work (with the virtual office a reality), and the changing organizational structures (with downsizing and the greater use of temporary employees).
- BUS 122            BUSINESS MACHINES            2 Credits**  
This course is designed to assist students in acquiring competence with electronic calculators. Students will be assigned to an advisor for attendance and grading purposes; however, normal classroom instruction will not be provided.
- BUS 141            SMALL BUSINESS MANAGEMENT            2 Credits**  
This course is designed to prepare students for the problems encountered in starting or working for a small business. Topics covered include the importance of small business, franchising, and analysis of the problems facing the small business entrepreneur. The student will develop a business plan.

- BUS 204 APPLIED MARKETING MANAGEMENT 2 Credits**  
An in-depth examination of concepts introduced in Marketing Principles as they apply to real life situations. Students will analyze cases based on familiar companies and design and complete a marketing plan. *Prerequisite: BUS103*
- BUS205 SOCIAL MEDIA MARKETING 2 Credits**  
Businesses of all types and sizes have recognized the value of social media marketing for its power to reach customers in order to meet diverse strategic objectives that range from building brands to developing customer loyalty. The need for professionals who are attuned to the new and emerging processes for engaging the marketing function in digital spaces is creating a demand for savvy social media marketing professionals.
- BUS 207 ADVERTISING CAMPAIGNS 2 Credits**  
A continuation of the fundamentals of advertising. Topics include creative strategies, creative process, and creative execution, producing ads for print, electronic, and digital media, and reaching the target audience. Students will design and present a comprehensive campaign project. *Prerequisite: BUS107*
- BUS 210 ORGANIZATIONAL MANAGEMENT 2 Credits**  
An overview of the skills required managing business organizations and supervising people effectively. The management concepts of planning, organizing, leading, team building, decision-making, and controlling are the focus of the course.
- BUS 220 HUMAN RESOURCE MANAGEMENT 2 Credits**  
This course focuses on the basic personnel/human resource functions including recruiting, selecting, and training employees; performance appraisal methods; compensation and fringe benefits.
- BUS 295 READINGS IN BUSINESS 2 Credits**  
This course encourages students to think critically about the interrelationship between the disciplines within the Business curriculum and topics that the student and faculty member will select. The student will read articles and book selections covering the different aspects of the selected topic as it relates to the disciplines within General Studies and submit critiques/papers each week. This course is designed to be an independent study project supervised by a faculty member.
- CIS 101 INTRODUCTION TO COMPUTERS 2 Credits**  
With no prior computer experience, students will progress through a systematic study of the elements of today's desktop operating systems and most commonly used programs. From basic mouse skills through managing files and folders through using the Microsoft Office programs, students will gain a ASB degree of computer literacy necessary to operate in today's high tech environment.
- CIS 105 ASSEMBLING COMPUTER HARDWARE 2 Credits**  
A study of computer hardware. By assembling a computer during the class, the student will learn about the parts of a computer and how they all work together to provide information technology to the user. Beginning with Week 6, the class will begin assembling their own computers, with parts acquired from a local retailer.
- CIS 110 INTRODUCTION TO NETWORKING 2 Credits**  
This course will introduce the student to a networking environment. Through the use of classroom demonstrations and hands-on assignments, the student will be taught the basics of networking including installing, monitoring, administering, and protecting the network.
- CIS 121 INTRODUCTION TO WEB DEVELOPMENT 2 Credits**  
Course serves as the connection between the graphic aspects and scripting aspects of website design and development careers. This serves both as a foundation for all components of web development as well as a course to tie together these components. Students will be introduced to principles of how the web works, the skills needed for several career options and introduction to the tools and components of web development including html and script editing, image concepts and editing, page layout and site structure and basic URL principles.

- CIS 122 INTRODUCTION TO HTML 2 Credits**  
This course includes an introduction to creating web pages based on principles of good communication and design
- CIS 123 WEB ANIMATION 2 Credits**  
This course includes an introduction to creating visual and interactive web pages using animation. The student will use a vector based web animation program to draw, import, and prepare graphics for web movies.
- CIS 130 BEGINNING KEYBOARDING 2 Credits**  
Course emphasis is to develop touch control of the keyboard (typing while not looking at the keyboard), learn proper typing techniques, and build basic speed and accuracy. Instruction will include basic introductory elements of word processing including screen elements, open, close, create and save a file, navigate in a file, select text, spell check, print preview and print documents. Lessons 1-10 must be completed twice, you must complete the key pad in lesson 20, you must type without looking at your hands, and you must be able to type at least 20/3/3 in order to successfully complete this course.
- CIS 140 INTRODUCTION TO WORD PROCESSING 2 Credits**  
Through extensive hands-on applications, the students will learn how to utilize word-processing skills for use in personal and business applications. They will create various types of tables, memorandums, business letters, emails, and reports. Accuracy, attention to detail, listening skills, note taking and production speed are stressed. *Prerequisite: CIS130*
- CIS 150 ELECTRONIC SPREADSHEETS 2 Credits**  
At the completion of this course, students will be familiar with the most commonly used features of electronic spreadsheets. *Prerequisite: CIS101*
- CIS 160 DATABASE MANAGEMENT 2 Credits**  
The term Database Management (DBM) is used to describe computer software that creates, stores, sorts, and retrieves data for business. This course will teach students to create a data file, make additions or changes, sort the data, query the database, and generate reports from the data. Also create a database. *Prerequisite: CIS101*
- CIS 170 PRESENTATION GRAPHICS 2 Credits**  
Corporations need visual aids for their business presentations at sales meetings, seminars, and conferences. Software is used to create presentations, which can be made into overheads, paper slides, or computer slideshows. *Prerequisite: CIS101*
- CIS 180 DIGITAL PUBLISHING 2 Credits**  
This course is an introduction to digital publishing. The student will learn to create layouts, lines and shapes, text formatting, and page elements. *Prerequisite: CIS101*
- CIS 181 TYPOGRAPHY 2 Credits**  
This course is an introduction to the use of typography as a design element. Content of the course will include the history of type, variations in type style and design, purpose of type as a design element, and the relationships between type and subject matter. Hands-on original projects will take up a substantial portion of the allotted class time.
- CIS 182 COMPUTERIZED DRAWING 2 Credits**  
This course is about learning the fundamentals of digital illustration (electronic design), which is used in the field of graphic arts. Digital illustrations can be the graphics used in page layout software, to create high quality publications, or posted on the Web.
- CIS 201 SYSTEMS MANAGEMENT 2 Credits**  
Advanced operating system commands to manage and protect your computer files are stressed. Some of the topics covered are system configuration, backup and restore, file structures, disk organization, and virus protection. Students will also work with utility programs used to manage files on a computer.





- CIS 250            ADVANCED ELECTRONIC SPREADSHEETS            2 Credits**  
 This course will introduce the student to the more sophisticated and powerful areas of electronic worksheets. We will explore ways to increase productivity while using spreadsheets. Students will use analysis, linking, and workgroup features. Included also will be the use of data and list features of spreadsheets. *Prerequisite: CIS150*
- CIS 260            ADVANCED DATABASE MANAGEMENT            2 Credits**  
 This course is a continuation of CIS 160—Database Management. After having learned the basics of table, query and report creation, students will begin to build relationships between tables (the "relationships" of relational databases) based on unique and non-unique relationships. They will learn the basics of building a graphical user interface for users, and learn techniques for automating tasks within the databases. *Prerequisite: CIS160.*
- CIS 280            ADVANCED DIGITAL PUBLISHING            2 Credits**  
 This course is a continuation of the introductory course in digital publishing. The student will learn advanced topics including workflow, layouts, advanced styles and complex text elements. Portfolio required. *Prerequisite: CIS180*
- CIS 282            ADVANCED COMPUTERIZED DRAWING            2 Credits**  
 This course is a continuation of the introductory Computerized Drawing class and covers the more advanced elements of digital illustration (electronic design), which is used in the field of graphic arts. Digital illustrations can be graphics used in page layout software to create high quality publications or can be used as Web page illustrations. Portfolio required. *Prerequisite: CIS182*
- CIS 283            DIGITAL VIDEO EDITING            2 Credits**  
 This course is the study of video editing software. The software allows students to combine and edit source materials, or clips, to create movies. Students will learn to use file formats that integrate video, audio, and animation, allowing digitized movies to be played on a personal computer. *Prerequisite: CIS101*
- CIS 285            PHOTO EDITING & DESIGN            2 Credits**  
 This course is an introduction to the elements of photo editing. One aspect of the course is learning image editing—the process of making changes to existing digital images. Another aspect is learning painting—using brushes and color palettes to create, or modify, digital images. *Prerequisite: CIS101*
- CIS 286            ADVANCED PHOTO EDITING & DESIGN            2 Credits**  
 This course is a continuation of the introductory course, Photo Editing CIS 285, and covers the more advanced elements of photo editing. Portfolio Required. *Prerequisite: CIS285*
- CIS 295            READINGS IN COMPUTERS            2 Credits**  
 This course allows for students to explore aspects of the computer field and see the wealth of technology articles available. This course is designed to be an independent study project supervised by a faculty member. Students are required to read and study articles covering computers and prepare and submit summary reports covering these readings each week. An evaluation by the student is submitted in the final week.
- \*ECO 200            ECONOMICS            2 Credits**  
 This is a study of how the entire economic system works. The course is centered on an examination of gross national product and examines fiscal and monetary policy, the budget, and banking. It shows the roles each plays in stabilizing the economy.
- \*ENG 101            ENGLISH FUNDAMENTALS            4 Credits**  
 A thorough study of the use of style in order to improve the student's ability to communicate effectively. Emphasis is placed on understanding the structure of language and developing writing skills. Various sources provide the basis of instruction, including excerpts from literature and philosophy.

\* Courses denoted with an asterisk indicate general education courses

**ENG 103 WRITTEN COMMUNICATIONS 2 Credits**  
Students will learn and practice the process of planning, drafting, revising, and editing to produce more effective written communications. Employing psychology, style, and strategies appropriate for the writer's purpose and audience will be emphasized. Students will also learn to create effective resumes. *Prerequisite: ENG101*

**\*ENG 104 SPEECH COMMUNICATIONS 2 Credits**  
This course is aimed at improving confidence and developing skills in speaking and listening through study, preparation, and presentation of several types of speaking assignments.

**ENG 105 SKILLS FOR ACADEMIC SUCCESS 2 Credits**  
This course is designed to prepare students for success in their academic, professional, and personal endeavors. Students will acquire skills essential to life-long learning and achievement in the workplace. Course content emphasizes: critical thinking and information literacy; oral and written communication; memory, reading, and note taking skills; study and test-taking skills; goal setting; and time and stress management.

**\*GEN 110 WORLD GEOGRAPHY 2 Credits**  
This course provides opportunity for the student to acquire a better understanding of international relations in the world in which we live and do business. Political, geographical, cultural, demographic, and environmental elements will be explored.

**\*GEN 120 INTRODUCTION TO SOCIOLOGY 2 Credits**  
This course is designed as an introduction to sociology focusing on the theories and methods, and basic sociologic concepts. The student will study social institutions that shape and influence the behavior of the individual and groups in society with emphasis on examining contemporary social problems. The basic purpose of the course is to help students examine their place in society.

**\*GEN 130 ETHICS 2 Credits**  
Students will get a thorough introduction of the concepts, theories, and reasoning of morality and ethics in this course. Topics that will be covered in lecture and discussion will be the following: what morality is, moral reasons and explanations, moral theories, integrity, respect for persons, justice, compassion, responsibility, and individual dealings with ethical issues.

**\*GEN 140 HEALTH AND WELLNESS 2 Credits**  
Health and wellness is a general education course designed to expand the student's knowledge of health issues including a definition of health, nutrition, fitness, chronic diseases, environmental issues and health care in this country. Students will have the opportunity to examine their own attitudes toward health issues and perhaps come up with a plan to modify and improve their own health.

**\*GEN 150 SMALL GROUP COMMUNICATION 2 Credits**  
The purpose of this course is to enable the student to become a better communicator and a more productive and effective member of a group by acquiring skills to enhance group interaction. The focus will be on group development and dynamics, group roles, decision-making, leadership, power, diversity, and conflict management including practice with learning situations and problem-solving situations.

**\*GEN 210 CONTEMPORARY ISSUES 2 Credits**  
A study of the important political, economic, and social issues of contemporary society. The social institutions that shape and influence the behavior of the individual and groups in society are studied with emphasis on examining contemporary social problems. The purpose of the course is to help students examine their role in society.

\* Courses denoted with an asterisk indicate general education courses



**\*GEN 230 AMERICAN GOVERNMENT 2 Credits**  
Students will gain a more complete understanding of the basic organization and functions of the national, state, and local governments through a series of assigned readings and lectures. Emphasis will be placed on learning basic concepts and ideas concerning the Constitution, the interrelationship between the three branches of government: Executive, Legislative and Judicial, the electoral process, the role of government in the lives of ordinary people, and the roles of political parties, interest groups, public opinion, and the mass media in government.

**\*GEN 295 READINGS IN GENERAL STUDIES 2 Credits**  
This course encourages students to think critically about the interrelationship between the disciplines within General Studies and topics that the student and faculty member will select. The student will read articles and book selections covering the different aspects of the selected topic as it relates to the disciplines within General Studies and submit critiques/papers each week. This course is designed to be an independent study project supervised by a faculty member.

**MAT 101 BUSINESS MATHEMATICS 2 Credits**  
This course reinforces basic mathematics. Topics include operations with whole numbers, fractions, mixed numbers, decimals and percents as they apply to business activities.

**MAT 102 PERSONAL FINANCE 2 Credits**  
This course is designed to enable students to effectively manage their personal and family financial assets. It will include establishing financial goals, budgeting, saving and investing, acquiring and using credit wisely, determining insurance needs, planning for retirement, and making wise spending decisions.

**\*MAT 103 PRINCIPLES OF MATHEMATICS 2 Credits**  
This course will give students an understanding and application of mathematical concepts. Topics include, measurement using the metric system, reading of statistical information, signed numbers, and solving basic algebraic equations.

**MED 103 FUNDAMENTALS OF HEALTH CARE 2 Credits**  
This course will address the concepts that are common to all health care students in many different health careers. Discussions will center on understanding the basic information needed to succeed in the fast-paced world of medicine. Course topics include discussions related to health care delivery systems, the health care of patients through the life-span, interpersonal skills and human relations, and taking care of oneself in a stress-related occupation. A brief history of medicine will also be included. Certification in first aid and cardiopulmonary resuscitation (CPR) will be included.

**MED 105 ADMINISTRATIVE MEDICAL OFFICE 2 Credits**  
Administrative medical office is a lecture course designed to furnish the student with the general administrative skills needed to work in a health care setting. The skills acquired will allow the student to learn front desk operations and provide them with an overview of the medicine profession as a service oriented business. Included topics are professionalism, medical ethics and law, patient reception, telephone techniques, appointment scheduling, medical records, and an overview of medical office management.

**MED 110 MEDICAL TERMINOLOGY 4 Credits**  
This course familiarizes the student with the language of medicine. An introduction to medical terms begins by learning the definitions of common prefixes, root words, and suffixes. The students learn to decipher medical words by identifying the parts of the medical words and their meanings. Medical terminology is studied by learning each of the eleven body systems. Basic anatomy, word building definitions, spelling, and pronunciation will be included for each body system studied. A research project will be completed in this course.

\* Courses denoted with an asterisk indicate general education courses

**MED 121 ANATOMY AND PHYSIOLOGY I 4 Credits**

Anatomy and physiology is a course that explores normal structure and function of the body. Included is the study of chemistry as it relates to the body, the cell, body tissues, the integumentary system, the musculoskeletal system, nervous, the senses, and the endocrine system. Common diseases, diagnostic techniques and current treatments will be discussed in each system studied.

**MED 122 ANATOMY AND PHYSIOLOGY II 4 Credits**

Anatomy and physiology II is a course that continues the study of the structure and function of the various systems of the body. The heart, circulatory, and respiratory systems are studied as well as the digestive, urinary system, reproductive systems, pregnancy, growth and development. Common diseases, diagnostic techniques and current treatments are discussed in each system studied. *Prerequisite: MED121*

**MED 130 BEGINNING CLINICAL PROCEDURES 2 Credits**

Beginning clinical skills is a lecture/laboratory course designed to give the student the theory and practice needed to master the basic clinical procedures performed in the medical office. The student will be given instruction in the infectious disease process, infection control, hand washing, and OSHA guidelines. Medical history taking, vital signs, and the routine physical exam will be discussed. Skills to be demonstrated include use of aseptic technique, vital signs, and assisting with routine physical exam. A brief discussion of the basics of prescriptions, pharmaceutical abbreviations, and medication instructions are included. ***If students clinical skills are not at mastery level according to course requirements they will not be eligible for a passing grade and will have to re-take the entire course.***

**MED 205 PHARMACOLOGY 4 Credits**

Pharmacology is a lecture/laboratory course designed to furnish the student with both theory and practical applications of the use of medications in the medical office. Classification of drugs, drug sources, drug legislation, and the most common drugs prescribed in a medical office will be discussed. The metric, apothecary, and household systems of measurement will be learned. Prescriptions, abbreviations, and calculating the correct drug dosage for both pediatric and adult patients will be learned. Medication administration is taught and will include injection techniques. Immunizations will be discussed in detail. Emphasis will be placed on legal implications and safety. ***If students' clinical skills are not at mastery level according to course requirement they will not be eligible for a passing grade and will have to re-take the entire course.***

*Prerequisite: MED110, MED130*

**MED 206 MEDICAL INSURANCE and BILLING 2 Credits**

This course presents information in the area of third party reimbursement of physician services. Medical Billing and submission of the medical insurance claim form are covered. Billing and statement preparation in the medical setting, health insurance coverage, and insurance claim processes, as well as the ethical and legal issues of claims processing are covered.

*Prerequisite MED110*

**MED 207 MEDICAL TRANSCRIPTION 2 Credits**

Using actual physician dictation, students will transcribe various medical reports in different specialties including chart notes, discharge summaries, consultations, and histories and physicals. Emphasis will be placed on understanding medical terms in the context of the reports to accurately transcribe physician dictations. Proofreading exercises, abbreviations, and medical sound-alike words will be reviewed for each chapter studied. *Prerequisites: MED110, CIS130*

**MED 208 COMPUTERIZED MEDICAL OFFICE 2 Credits**

Computerized medical office introduces the student to the use of computers in the medical office using actual medical office computer software. Using the software, student will work with patient files and perform various office activities including recording patient information, entering transactions, scheduling appointments, using insurance claim management, and printing reports. Simulations then give the students experience in realistic office tasks by providing an overview of the types of tasks they might do on a daily basis. *Prerequisites: MED110, MED206 or taking concurrently.*



**MED 295 READINGS IN ALLIED HEALTH 2 Credits**

This is an independent study course which allows students to explore aspects of medicine and health care in more detail. Students are required to read and study articles concerning seven different topics in health care and submit summary reports and a critical analysis for each topic researched. An evaluation by the student is submitted in the final week. The course may be scheduled during the student's last semester and is supervised by an allied health instructor.

**MTH 101 MASSAGE THERAPY THEORY AND TECHNIQUE 103 Hours**

The student is introduced to beginning and intermediate concepts in Massage Therapy and their practical application as well as indications and contraindications for massage. Students will have a chance to both give and receive massage in order to master the techniques taught.

This class meets the PA requirements for licensure for the minimum of 250 hours in massage therapy and bodywork assessment; portions of this class contribute to the requirement of 25 hours of business, ethics and law; and meeting the requirements of a minimum of 150 hours in related courses appropriate to massage therapy.

**MTH 102 SUPERVISED LAB 50 Hours**

Students are given the opportunity to practice techniques they have learned in Massage Therapy: Theory and Technique class. Emphasis is placed strictly on practice and students should expect to both give and receive massage during this class.

This class meets the PA requirements for licensure for the minimum of 250 hours in massage therapy and bodywork assessment; and meeting the requirements of a minimum of 150 hours in related courses appropriate to massage therapy.

**MTH 103 INTRODUCTION TO SMALL BUSINESS MANAGEMENT FOR MASSAGE 20 Hours**

Students are introduced to the basics of small business management and identify the necessary steps in establishing a Massage Therapy Practice and résumé development.

This class meets the PA requirements for licensure for the minimum of 25 hours in business, ethics and law.

**MTH 104 INTRODUCTION TO BASIC AROMATHERAPY 10 Hours**

In Basic Aromatherapy, students will explore the properties of ten basic essential oils and their application during aromatherapy treatment.

This class meets the PA requirements for licensure for the of a minimum of 150 hours in related courses appropriate to massage therapy.

**MTH 105 INTRODUCTION TO REFLEXOLOGY, SHIATSU & EASTERN TECHNIQUES 20 Hours**

Students explore foot anatomy, zone therapy, and the concept of reflex points and to the concepts and application of Oriental Massage Techniques that utilize the Eastern philosophies of Yin/Yang and the Five Elements.

This class meets the PA requirements for licensure for the minimum of 150 hours in related courses appropriate to massage therapy.

**MTH 106 INTRODUCTION TO SPORTS MASSAGE BASICS, CPR/FIRST AID & HIV AWARENESS 30 Hours**

Students will learn sports massage techniques which will enhance an athlete's performance, prevent trauma, and promote recovery time. In First Aid & CPR/HIV Training awareness provides an overview of emergency treatment of injuries and/or sudden illness in a variety of situations.

This class meets the PA requirements for licensure for the minimum of 250 hours in massage therapy and bodywork assessment; and meeting the requirements of a minimum of 150 hours in related courses appropriate to massage therapy; and meeting the requirements of 175 hours of instruction in anatomy and physiology, kinesiology and pathology, including training in the human immunodeficiency virus and related risks.

**MTH 107 CORRECTIVE MUSCLE THERAPY TECHNIQUES 94 Hours**

The student is introduced to more advanced concepts in corrective muscle therapy techniques. Classes consist of theory lecture, demonstration, and paired practice.

This class meets the PA requirements for licensure for the minimum of 250 hours in massage therapy and bodywork assessment; and meeting the requirements of a minimum of 150 hours in related courses appropriate to massage therapy. Prerequisites minimum grade of a C (73% or better) in MTH101.

**MTH 108 ANATOMY, PHYSIOLOGY, KINESIOLOGY & PATHOLOGY FOR MASSAGE**  
**188 Hours**

Students are given a thorough and comprehensive study of all of the body systems including the origins and insertions and actions of muscles in the body.

This class meets the PA requirements for licensure for the minimum of 175 hours of anatomy, physiology, kinesiology and pathology, including training in the human immunodeficiency virus and related risks.

**MTH 109 INTRODUCTION TO MASSAGE FOR SPECIAL POPULATIONS** **20 Hours**

In Massage for Special Populations, the student is introduced to intermediate concepts in Massage Therapy and their practical application.

This class meets the PA requirements for licensure for the minimum of 250 hours in massage therapy and bodywork assessment; and meeting the requirements of a minimum of 150 hours in related courses appropriate to massage therapy.

**MTH 110 INTRODUCTION TO REIKI & HEALING ENERGY TECHNIQUES**  
**15 Hours**

Students learn the ancient Japanese healing system of Reiki and are given the attunements that allow them to become a 1<sup>st</sup> ASB degree Reiki Practitioner.

This class meets the PA requirements for licensure for the minimum of 150 hours in related courses appropriate to massage therapy.

**MTH 111 INTRODUCTION TO MYOFASCIAL RELEASE & CRANIOSACRAL THERAPY**  
**15 Hours**

Students receive an introduction to work with the craniosacral system and the human connective tissue system also known as the myofascial system.

This class meets the PA requirements for licensure for the minimum of 150 hours in related courses appropriate to massage therapy.

**MTH 200 CLINICAL ROTATIONS FOR MASSAGE** **50 Hours**

Clinical Rotations are completed in the Student Clinic at the student's convenience over a three month period of time in the final months of the student's massage training. Student is observed during a portion of their massage and assessed for technique, body mechanics, professionalism, and accuracy in charting and out processing of patients and clients.

This class meets the PA requirements for licensure for the minimum of 250 hours in massage therapy and bodywork assessment; and meeting the requirements of a minimum of 150 hours in related courses appropriate to massage therapy.

**PLS 120 LEGAL RESEARCH** **2 Credits**

This course provides students with a working knowledge of the books available in a law library. Students will develop skills in locating case and reference citations. The use of restatements, legal encyclopedias, law journals, law reviews, treaties, and related items will be discussed.

**PLS 140 LEGAL WRITING** **2 Credits**

Students in this course will be introduced to the basics of legal writing. Writing memoranda, briefs, legal correspondence, and various procedural documents will be covered.

*Prerequisite: PLS120*

**PLS 160 CIVIL PROCEDURE & LITIGATION** **2 Credits**

This course introduces the student to the process of civil litigation. The paralegal's role in preparing complaints, motions, and interrogatories is reviewed. The actual trial phase and post trial procedures will be covered, as will alternative dispute resolution.

**PLS 180 BANKRUPTCY LAW** **2 Credits**

This course acquaints the student with bankruptcy laws and procedures from both the creditor and debtor's point of view. It includes the responsibilities of third parties and the U.S. Bankruptcy Act. History, documentation, jurisdiction and proceeding are also discussed.

**PLS 210 WILLS, ESTATES, AND TRUSTS** **2 Credits**

Emphasis will be placed on the various aspects of estate planning and administration. The settlement of an estate is covered chronologically from the decedent's death to the final accounting and distribution of the assets of the estate.

- PLS 230 DOMESTIC RELATIONS/FAMILY LAW 2 Credits**  
 The focus of this course is the legal aspects of marriage, divorce, separation, annulment, child custody and support, adoption, and division of property. Emphasis will be placed on substantive family law as well as Pennsylvania legal procedure in this area of law.
- PLS 250 TORT LAW 2 Credits**  
 This course deals with civil wrongs and the remedies for those wrongs. Students read and discuss issues on such matters as intentional torts, negligence, defamation, product liability, and damages, and examine the development of the common law. Modern efforts to reform tort law, including "no-fault" legislation and "caps" on monetary awards are also addressed.
- PLS 260 COMMERCIAL AND EMPLOYMENT LAW 2 Credits**  
 This course covers employment and labor law, and commercial law which shall include some basic banking law. The Uniform Commercial Code and how its purpose is to simplify, clarify, and modernize the law governing commercial transactions will also be covered.  
 Prerequisite: BUS111.
- PLS 270 REAL ESTATE LAW 2 Credits**  
 This course is the study of law as it relates to the acquisition and possession of real property. The preparation of sales agreements, options, and deeds will be covered. Additional topics include title searches, mortgages, surveys, settlements, and closings.
- PLS 290 CRIMINAL LAW 2 Credits**  
 This course will provide students with an introduction to the criminal justice system. The course will examine laws and procedures for processing persons accused of a crime. Students will study the elements of a crime, the defenses to a crime, and the Constitutional issues surrounding guilt and innocence.
- PLS 295 READINGS IN PARALEGAL STUDIES 2 Credits**  
 This course provides for students to explore aspects of the Paralegal field which have not yet been covered in other courses or which have not been treated in detail. This course is designed to be an independent study project supervised by a faculty member. Students are required to read and study articles covering Paralegals and prepare and submit summary reports covering these readings each week. An evaluation by the student is submitted in the final week.
- \*PSY 101 INTRODUCTION TO PSYCHOLOGY 2 Credits**  
 This course, designed as an introductory psychology course, consists of such topics as learning theory, memory and intelligence, attitudes, motivation, personality, developmental theory and therapy.
- \*PSY 201 ORGANIZATIONAL PSYCHOLOGY 2 Credits**  
 Human relations in organizations are the focus of this course, directed at helping students to understand themselves and how they influence the behavior of others. Interpersonal communications, differences in values and attitudes, coping with change and stress, and conflict management are among the topics studied

\* Courses denoted with an asterisk indicate general education courses

# Administration

## DIRECTORY

### Ownership and Officers

Lansdale School of Business is a wholly-owned subsidiary of the North Penn Business and Technical Institute, Inc. The Officers of the corporation are as follows:

President/Treasurer . . . . . MARLON D. KELLER  
Secretary . . . . . LISA A. KELLER

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ASHLEY BENNETT  
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General Education*

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B.S.N. Drexel University  
M.A. Suny University - Albany

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*Business*

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M.S. Villanova University

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B.S. Eastern University  
M.S.- Gwynedd Mercy College

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B.A. Trinity College  
M.ED. Chestnut Hill College  
M.A. International University  
Ed.D.. Argosy University

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M.S. East Stroudsburg University

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C.P.A. State of Pennsylvania

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M.Ed. Temple University

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*Computer Technologies*

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J.D. Widener College

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General Education*

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M.B.A. Eastern University

CAROL A. MERRITT  
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A.S.B. Lansdale School of Business  
B.S. Northern Arizona University

DONALD MIKSIT  
*Business, Computer Technologies*

B.B.A. Temple University



MATTHEW MITCHEL <i>Allied Health Massage Therapy</i>	B.A. Thiel College D.C. Palmer College of Chiropractic
MARY ANN MOMORELLA <i>Business, Computer Technologies</i>	A.S. Manor Junior College B.S. Gwynedd Mercy College M.Ed Trenton State College
KEVIN L. MOYER Business	B. S. Bloomsburg University M.B.A. LaSalle University
WILLIAM J MULLEN <i>Massage Therapy</i>	Licensed Massage Therapist
JILL FAITH NEAL <i>General Education</i>	A.S.B. Lansdale School of Business B.B.A. Strayer University M.F.A. Rosemont College
SHERYL A. NIERENBERG <i>Business, General Education, Computer Technologies</i>	B.A. Marywood College M.S. Rosemont College
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GREGORY T. OLDFIELD General Education	B.S. Pennsylvania State University M.Ed. Gratz College
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TODD REIFINGER General Education	B.A. DeSales University M.Ed. Lehigh University
H. RAYMOND RITTERSBACH III Accounting, Business	B.S. St. Joseph's University M.B.A. St. Joseph's University
DONNA M ROMANO <i>Allied Health</i>	B.S.N. Gwynedd-Mercy College Registered Nurse
KATHLEEN A. RUGGIERI <i>Business, Computer Technologies</i>	B.S. Trenton State College
ERIN VOLLBERG Accounting, Computer Technologies, General Education, Mathematics	B.A. Lebanon Valley College M.S. Temple University
MARIE B. WALCROFT <i>General Education</i>	B.S. Indiana University of Pennsylvania M.L.S. Drexel University
GEORGE J. WHITEHAIR <i>Business, General Education, Paralegal,</i>	B.B.A. Temple University J.D. Rutgers University
SHARON L. YOCUM <i>Business, General Education Computer Technologies</i>	B.S. Shippensburg University M.Ed. Penn State University

## FACULTY EMERITUS

Institutions of higher learning set aside the special title of faculty emeritus to be reserved for their highest honor and permanent recognition in their catalog. To be eligible for this recognition at Lansdale School of Business, faculty members must have provided the institution with a minimum of twenty years of full-time service, they must have sustained a distinguished record of teaching, and they must have permanently retired from a career in teaching while at Lansdale School of Business.

W. SCOTT KEHS  
*Computers*

B.S. Moravian College  
M.A. Case Western Reserve University

*Years of Service 1982-2007*

MARION E. KELLER  
*Business*

B.S. Rider College

*Years of Service 1946-2006*

MARCUS A. SIMMENDINGER, JR.  
*Accounting*

A.S.B. Lansdale School of Business  
B.A. Eastern University

*Years of Service 1960-2010*

SARAH S. WEBER  
*Business, English*

B.A. Westminster College  
M.B.A. Temple University

*Years of Service 1982-2005*